

ACCT # _____ LOCATION # _____ AMOUNT OF DEPOSIT _____ CHECK/CASH/MO/CC _____
OFFICE USE ONLY METER INSTALLATION _____

PWSD 3 of Clay County Residential Application for Water Service

(Please include first and last names of all parties that are to be listed on the account and have rights to make inquires on the account. **A Driver's License is required for each person listed on the account**)

NAME (PARTY 1) LAST _____ FIRST _____

SS# (PARTY #1) _____ DATE OF BIRTH _____

DRIVER'S LICENSE # (PARTY #1) _____ STATE _____

PARTY #1 EMPLOYER _____ PHONE # _____

NAME (PARTY 2) LAST _____ FIRST _____

SS# (PARTY #2) _____ DATE OF BIRTH _____

DRIVER'S LICENSE # (PARTY #2) _____ STATE _____

PARTY #2 EMPLOYER _____ PHONE # _____

SERVICE ADDRESS _____

CITY, STATE, ZIP _____

MAILING ADDRESS _____

CITY, STATE, ZIP _____

PRIORITY PHONE # _____ SECONDARY PHONE # _____

SERVICE START DATE _____ HAVE YOU HAD SERVICE WITH US BEFORE? YES _____ NO _____

OWN _____ RENT _____ LANDLORD NAME _____ PHONE # _____

LANDLORD ADDRESS _____

CHOOSE ONLY ONE: PAPERBILL _____ EBILL _____ EMAIL ADDRESS _____

DO YOU HAVE AN IN GROUND SPRINKLER SYSTEM? YES _____ NO _____ WORKING WELL? YES _____ NO _____

The undersigned agrees that in the event any part of the water system of the undersigned is constructed, expanded, modified or repaired after January 1, 1989, it shall contain materials that are "lead Free". The District shall have the right to inspect the service line serving the undersigned. The definition of "Lead Free" as used herein shall be as defined in the Rules and Regulations of the Missouri Department of Natural Resources as it now exists and as it may from time to time hereafter be redefined by it.

SIGNATURE (PARTY #1) _____ DATE _____

SIGNATURE (PARTY #2) _____ DATE _____

Public Water Supply District No.3 of Clay County

PO Box 266, 210 Main Street, Holt, MO 64048

www.clay3.com

816-320-3343

Welcome to Public Water Supply District #3 of Clay County. Please read carefully and then complete application for service on the reverse side.

The District office is located at 210 Main Street, Holt, MO. Office hours are 9:00 a.m. to 1:00 p.m. Monday through Friday.

A \$200.00 deposit is required to establish water service. Any water deposit on your account will be applied to any outstanding balance at the time your final bill is generated. Should the deposit be greater than what is owed on your account a check will be mailed to you for the remaining balance.

We recommend applicant be at home when water service is turned on. Applicant assumes all responsibility for any open outlets resulting in water loss or damages.

Applicant hereby agrees to abide by all Rules and Regulations established by said Water District and any hereafter established.

Applicant is responsible for any and all amounts billed by PWSD#3 and should the District have to turn over to collections or file suit for any past due water bills, the applicant is responsible for all collection fees, attorney fees and court costs, including filing fees.

District reserves the right to discontinue water service at this residence in accordance with Rules and Regulations.

Only persons listed on your user agreement will be allowed to contact customer service concerning this account. Please contact the District office if you need to add additional persons.

Emergency Procedure – In case of an EMERGENCY call the office. If after hours, our voicemail will have an emergency contact number to call.

Billing Policy – Statements are mailed or emailed the last business day of the month. If statement is not received in the first week of the month, customer should contact the office. Payment is due on or before the 15th of the month. A 5% penalty will be charged on all late accounts.

Payment – Water bills can be paid by check, cash or money order in the office. A drop box is located on the side of the District's building for payments after hours. Please **do not** put cash in the drop box. The District also has the option to pay online using the link that is attached to the District's website.

Delinquent Accounts – Disconnect notices are mailed or emailed to every customer with an unpaid balance at the end of the month due date. There is a date on the delinquent notice by which the past due balance must be paid to avoid disconnection. If the balance has not been paid by 9:00 a.m. of that date, all accounts will be charged a \$50.00 service fee. Customers who wait until disconnection day will be required to not only pay the past due, but the current bill and all late and service fees. Water that has been disconnected will not be restored until account has been paid to a zero balance. All balances must be paid by 4:30 on the day of disconnect to ensure water is turned on the same day.