Water/Sewer Service Application

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| Applicant Information | | | | | | | | |
| Name: | | | | | | | | |
| Service address: | | | | Phone: | | | | |
| Mailing address: | | | | | | | | |
| City: | | | State: | | ZIP Code: | | | |
| Email: | | | **How would you like to receive your bills?** | | **Email Postal mail**  (circle one) | | | |
| Personal Information (required) | | | | | | | | |
| Employer : | | | | | | | | |
| How many kitchens are on the property? How many bathrooms are on the property? | | | | | | Date service to start: | | |
| Social security # | | DL #: | | | | DL State : | | |
| **Can we text you notifications?** | (circle one) **Yes no** | | | | | **Cell Phone #** | | |
| Emergency contact: | | | Emergency contact phone #: | | | | |  |
| Property Information | | | | | | | | |
| Property Owner: Property owner’s phone # : | | | | | | | | |
| Do you own a dog: if yes, what breed? Is he or she friendly? | | | | | | | | |
| Is the property behind locked gates: If yes please explain in person, we may need a key to be able to read your water meter | | | | | | | | |
| CURRENT RATES: Sewer is a flat rate of $44.13 per month for each residential unit. Water has a base rate of $40.36 plus $1.13 per 100 cubic feet of water used. Meters are read between the 19th and 25th of each month. Customers are responsible for consumption due to leaks on customers’ side of the meter.  DEPOSIT: A deposit of $150.00 is required to establish service for each unit. Deposits will be credited back to accounts when the account is closed. An increased deposit will be required if an account is shut off for nonpayment. The required additional deposit will be up to three times the monthly minimum charges if service is discontinued.  **Your signature indicates authorization for MCSD to use the information presented on this form. All information will be kept securely.** | | | | | | | | |
| Signature of applicant: | | | | | | | Date: | |
| Signature of co-applicant: | | | | | | | Date: | |

**TOTAL TO START SERVICE IS $180**

($150 REFUNDABLE DEPOSIT PLUS $30 NON-REFUNDABLE SERVICE FEE)

Payment Total Make checks payable to: Manila CSD

All deposits will be returned upon move out; service fees are non-refundable.

Form of payment: **cash check credit card or Bill Fees** TOTAL FEES PAID: $\_\_\_\_\_\_\_\_\_\_\_

NEW CUSTOMER INFORMATION

CURRENT RATES: Sewer is a flat rate of $44.13 per month for each residential unit. Water has a base rate of $40.36 plus $1.13 per 100 cubic feet of water used. Meters are read between the 19th and 25th of each month. Customers are responsible for consumption due to leaks on customers’ side of the meter.

BILLS: Bills are mailed the first business day of the month and due by the 20th of the same month. A late charge of $10.00 will be added to accounts that become past due. Service may be discontinued without further notice if payment is past due. A $40.00 fee will be charged to accounts turned off for nonpayment.

To be reconnected after shut off for nonpayment, customers will be required to pay all past due and current charges and disconnect fees plus an additional deposit. A $40.00 disconnect fee will be charged to customers who no longer require service at the account location, but who failed to notify the District to discontinue service.

We now offer an automatic (ACH) bank draft payment option and e-billing. If you would like to sign up for these please request the required form and return it to our office.

SEWER SYSTEM: Located on your property is a grey sewer control box if an issue arises with the septic system this box will alarm please call the office or after hours phone immediately DO NOT WAIT!

District Office Phone #: 707-444-3803

After Hours Phone #: 707-499-8451

Manila is a Tsunami Zone please see our website [www.manilacsd.com](http://www.manilacsd.com) for the evacuation route closest to your home and other planning information

Office Hours: Monday – Friday 9am-1pm

There is a door slot for after hours payments (No Cash)

Or you can pay online at manilacsd1@sbcglobal.net

After Hours Phone #: 707-499-8451

Please join Manila Nextdoor a free private social network for our neighborhood community. Please email a request to manilacsd1@sbcglobal.net