

Town of Andrews ~ Application for Utility Services

66 N Main St, PO Box 386, Andrews, IN 46702 phone (260)786-3848 fax (260)786-3856

Today's Date _____ Deposit Paid _____ Receipt# _____ Account# _____

Applicant Information:

Name: _____

Last

First

Middle Initial

Maiden Name

Requested date of Service Connections: _____ Are you renting/buying on contract? _____

Service Address: _____ Landlord Name: _____

Previous Address: _____

Employer Name and Address: _____

Driver's License# _____ Date of Birth: _____

Social Security# _____ Telephone# _____

Email Address: _____

Spouse/Domestic Partner Information:

Name: _____

Last

First

Middle Initial

Maiden Name

Employer Name and Address: _____

Driver's License# _____ Date of Birth: _____

Social Security# _____ Telephone# _____

List names of all occupants over the age of 18: _____

Billing Name & Address (If different from above)

Name: _____ Telephone# _____

Address: _____

Note: A valid state or government issued photo ID and valid purchase or lease agreements are required at the time you apply for services. Deposit must be paid in full at time of the application.

Undersigned hereby acknowledges that each is jointly and severally responsible for the utility charges accrued at the above "Service Address" and, in the event that collection of any delinquent charges is necessary, is responsible for the past due amounts, delinquency charges, and all costs of collection including but not limited to, attorney's fees and court costs. This Application for Utility Services shall constitute a service contract between the Applicant and the Town of Andrews, Indiana and the Applicant agrees to comply with the Code of Ordinances Public Works regulating all utility services in the Town, as well as the applicable sections of the Indiana Code as they relate to utility services.

Signature 1: _____ Signature 2: _____

For Office Use: ID copy _____ Purchase/lease validated _____ Deposit _____ Receipt _____ Archive check _____ Work Order _____
Approval _____ Keystone _____ Ledgers _____

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- **If you are renting or buying on land contract, a \$150.00 meter deposit is required to activate service.** A copy of the lease agreement or contract shall be provided for verification.
- **If you are the deeded owner of the property, a \$100.00 meter deposit is required to activate service.** A closing statement or deed shall be provided for verification.
- **All Utility bills are mailed by the 1st of each month.** If you do not receive your bill within a few days, please call the office to check on your bill. **You are still responsible for making your payment before the due date.**
- **All utility bill payments are due by the 15th of each month as stated on your bill. Payment must be received by the due date to avoid a late penalty.** The detachable bill must accompany your payment. For your convenience, a Drop Box is located on the North side of the Municipal Building next to the drive-up window.
- **Your service may be disconnected for any utility bill not paid in full by the 25th of each month. Your service will not be restored until the past due amount, plus a \$50.00 reconnection fee, is paid in full.**
- **A \$10.00 trash charge is added to your utility bill each month.** Pick-up is on Friday beginning at approximately 5:00 AM, so please set it out the night before. Totes are to remain at the service address upon termination of service. Should Friday be a holiday, trash will be picked up the day before, on Thursday. **The burning of trash is not allowed in Andrews.**
- **By ordinance, there are a maximum number of 4 domestic pets per household.** Dogs shall be current on vaccinations, proof of such maintained, and they shall not roam free at-large outside of your property.
- Recycling bins are located at the west end of Wabash Street near the Town Garage.