

# 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 rent or are 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 1<sup>st</sup> 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 15<sup>th</sup> 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.
- **Credit/debit card payments may be made at PayGov.us using Pay Location Code (PLC) # 3290.** Before your transaction is processed, a clearly stated convenience fee based upon the amount of your transaction will be collected by PayGov for providing the service.
- **Your service may be disconnected for any utility bill not paid in full by the 25<sup>th</sup> 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 \$11.75 trash charge is added to your utility bill each month.** Pick-up is on Friday mornings as early as 1:00 AM, so please set it out the night before. Totes are to remain at the service address upon termination of service. **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.