

# BLUE RIDGE WATER & SEWER COMMERCIAL WORK ORDER

Picture ID is required to obtain service!

RT/STOP # \_\_\_\_\_

Date: \_\_\_\_\_

FIN # \_\_\_\_\_

Business Name: \_\_\_\_\_

DOB \_\_\_/\_\_\_/\_\_\_\_\_

Responsible Party: \_\_\_\_\_

SSN # \_\_\_\_\_

Billing Address: \_\_\_\_\_  
\_\_\_\_\_

Service Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ - \_\_\_\_\_

Cellphone ( ) \_\_\_\_\_ - \_\_\_\_\_

Any other person we may contact about your account please provide name and phone number

1. \_\_\_\_\_

2. \_\_\_\_\_

Customer's Signature \_\_\_\_\_

Date to be completed: \_\_\_\_\_

*"The following information is requested by the Federal Government in order to monitor compliance with Federal Laws prohibiting discrimination against applicants seeking to participate in the program. You are not required to furnish this information, but are encouraged to do so. This information will not be used in evaluating your application or to discriminate against you in any way. However, if you choose not to furnish it, we are required to note the race/national origin of individual applicants on the basis of visual observation or surname."*

White, not of Hispanic origin       Hispanic       Black, not of Hispanic origin

Asian or Pacific Islander       American Indian or Alaskan native

*"This is an Equal Opportunity Program. Discrimination is prohibited by Federal Law. Complaints of discrimination may be filed with the Secretary of Agriculture, Washington, D. C. 20250"*

Deposit # \_\_\_\_\_ \$ \_\_\_\_\_ Deposit date: \_\_\_\_\_

Serial number: \_\_\_\_\_

## Blue Ridge Water Customer Agreement

- 1) Office hours are Monday – Friday 8:00 -5:00. Phone # 706-632-2091  
Visit our website [www.cityofblueridgega.gov](http://www.cityofblueridgega.gov) for information or to pay your bill online. Utility bills may also be paid at United Community Bank or C & S Bank in Blue Ridge. We have a night drop box located in our drive thru area for after-hours payments. After hours emergency service is 706-455-0768.
- 2) There is a minimum monthly fee regardless of usage or days of service. Bills will be mailed prior to the 1<sup>st</sup> day of each month so that you receive them on or before the 1<sup>st</sup> . The bill will be past due after the 15<sup>th</sup> of every month, at which time a late fee will be automatically added to the account. The bill must be paid by the end of the month it is due to avoid disconnection.
- 3) Do not landscape or cover the meter box.
- 4) Disconnection starts the first business day of every month for the bill still outstanding from the month before. Once the disconnect list is created you will be charged a \$25 administrative fee for being on the list. Once you are disconnected you will then be charged a \$50.00 fee. If you have been disconnected you must pay your bill plus the associated fees in order to be turned back on. You will only be turned on **after** the meter reader finishes his disconnects for that day. If you are not in the office to pay before 4:00, you cannot get reconnected that day without paying the after-hours service fee of \$50.00.
- 5) We recommend customers have pressure regulators installed on their side of the meter.
- 6) If you attempt to turn our meter on the tampering fee is a minimum of \$100.
- 7) It is your responsibility to notify us in writing when you need services cancelled or account information updated. You may do this in the office, by mail, or visit our website.
- 8) Any water that goes through the customers meter is the responsibility of the customer, even if it is unintended water usage. If for some reason you think your bill may not be correct please check your usage first. If your usage is higher than normal, you will need to check out a few things:
  - Check all faucets for drips; listen carefully to your toilets to see if you have one running. A running toilet can run up 30,000 gallons in usage in a month. Please continually take notice if toilets do not flush or stop running as they should. You will need to get that fixed. Check your hot water heater.
  - If you know where your meter is you can check it yourself by getting a reading, then waiting at least 2 hours without using any water in your home, then get a second reading. If the reading goes up then you have a leak. You will need to get someone familiar with plumbing to help you.
  - If you need assistance from us there will be a \$25 service charge for our meter reader to come out, however he does not locate the leak for you. He will only verify if he believes that you have a leak or not. If for some reason he has misread the meter, there will not be a service charge.

\*fees are subject to change

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Printed Name

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Signature