



## WATER AND SEWER APPLICATION FOR SERVICE PROCEDURES

The City of Florence requires the following information to set up either regular or temporary water service:

### **Owner/Buyer:**

1. A completed owner/buyer new service application
2. \$50.00 nonrefundable service fee for addresses inside the city limits.
3. \$100.00 nonrefundable service fee for addresses outside the city limits.

The owner/buyer new service application may be delivered to the city by:

1. Fax: (843) 665-3171
2. U.S. Mail at address indicated on application
3. Email: [newserviceapplication@cityofflorence.com](mailto:newserviceapplication@cityofflorence.com).
4. Visiting the office located at 324 W. Evans Street

The applicant may choose to pay the service fee on the first month's billing or by credit card. If the service application is faxed or emailed and the applicant wishes to pay by credit card, the applicant must call the office at 843-665-3155 after submitting the application to provide credit card information for security purposes.

### **Rental/Lease:**

1. A completed rental/lease service application
2. \$50.00 nonrefundable service fee for addresses inside the city limits.
3. \$100.00 nonrefundable service fee for addresses outside the city limits.

The lessee **MUST** apply for service in person at 324 W. Evans Street. The rental/lease service application may be delivered to the city by:

1. Fax: (843) 665-3171
2. U.S. Mail at address indicated on application
3. Email: [newserviceapplication@cityofflorence.com](mailto:newserviceapplication@cityofflorence.com).
4. Visiting the office located at 324W. Evans Street

### **Temporary Service:**

1. \$15.00 for ten days of water service.
2. Temporary service may be extended two additional times. Additional temporary service will be billed at \$15.00 for ten days of service for each extension.
3. The service fee for a temporary service may be debited to a master account of the Property Manager.



# Utility Finance Department Owner/Buyer Application for Service

Location: 324 W Evans Street  
Office: (843) 665-3155  
Fax: (843) 665-3171

Mailing Address: 324 West Evans St  
Florence, SC 29501

E-mail address: newserviceapplication@cityofflorence.com

### Complete Information Below for Service Requested

Name to Appear on Account \_\_\_\_\_

Service Location and Type:    Inside City Limits \_\_\_\_\_    Outside City Limits \_\_\_\_\_

(check appropriate information)    Residential \_\_\_\_\_    Business \_\_\_\_\_

To connect service there is a non-refundable service fee:    **Inside City Limits: \$50**    **Outside City Limits: \$100**

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

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

Home Phone no. \_\_\_\_\_ Cell Phone No. \_\_\_\_\_ Work Phone No. \_\_\_\_\_

Service Fee to be paid by:    Check/Cash \_\_\_\_\_    Credit Card \_\_\_\_\_    Include on First Month's Bill \_\_\_\_\_

### Complete Only One Section Below As Applicable

1. Owner/Buyer Name \_\_\_\_\_ Date of Purchase \_\_\_\_\_

2. Name of Business \_\_\_\_\_ Federal Tax I D \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone No. \_\_\_\_\_

3. Temporary Service Only: 10 Days Service = \$15.00: Start date \_\_\_\_\_ End Date \_\_\_\_\_

The undersigned hereby applies to the City of Florence for water/sewer services and agrees to pay a monthly rate and minimum charges regardless of volume of usage recorded by meter readings in accordance with city ordinances adopted by City Council. It is understood and agreed that the applicant will comply with all rate schedules, rules, regulations and ordinances in connection with service. The City reserves the right at any time without notice to have access to meter for reading, interrupt water service for maintenance or repairs without liability to the undersigned or owner of such premises for damages resulting there from interruption of service.

Water /Sewer charges will be based on water used as established by meter readings. Cost of services will be billed monthly on or about the first of the month for service period ending per scheduled meter read date listed on bill. Bills are sent by regular mail. Per Ordinance the City of Florence is not responsible for insuring receipt of bill. Payment is due by the 15<sup>th</sup> of each month or next business day thereafter. All payments received in office on the due date will be posted before a late fee of six dollars (\$6) is added to account. Service for past due accounts shall be subjected to interruption until account is paid in full including all applicable penalties and cost. Check s will not be accepted on delinquent accounts. Only cash, money order, credit or debit card payments will be accepted. Check or draft which is returned for insufficient funds will result in service interruption without further notice.

Applicant understands that the City of Florence has the right pursuant to the South Carolina Setoff Debt Collection Act to collect any sum due and owed by the applicant through offset of the applicant's state income tax refund. If the City of Florence chooses to pursue debts owed by the applicant through the Setoff Debt Collection Act, the applicant agrees to pay all fees and costs incurred through the setoff process, including fees charged by the Department of Revenue, the South Carolina Association of Counties, the Municipal Association of South Carolina, and/or the City of Florence.

**I understand the policies stated above and will be responsible for all billing of services provided to me by the City of Florence Utility Department.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved By

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk Initials

\_\_\_\_\_  
Date



# Utility Finance Department Rental/Lease Application for Service

Location: 324 W Evans Street  
Office: (843) 665-3155  
Fax: (843) 665-3171

Mailing address: 324W Evans Street  
Florence, SC 29501  
e-mail address: newserviceapplication@cityofflorence.com

### Complete Information Below for Service Requested

Name to Appear on Account \_\_\_\_\_

Service Location and Type:      Inside City Limits \_\_\_\_\_      Outside City Limits \_\_\_\_\_  
(check appropriate Information)      Residential \_\_\_\_\_      Business \_\_\_\_\_

To connect service there is a non-refundable service fee:      **Inside City Limits: \$50**      **Outside City Limits: \$100**

Name of Business (D/B/A) \_\_\_\_\_ Business Phone No. \_\_\_\_\_  
Home Phone No. \_\_\_\_\_  
Contact Person \_\_\_\_\_ Cell Phone No. \_\_\_\_\_

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

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

Drivers License No. \_\_\_\_\_ **(Copy of Drivers License or Valid ID Required)**

Social Security No. \_\_\_\_\_ Federal ID. No. \_\_\_\_\_

Start Date on Lease \_\_\_\_\_ **(Copy of Lease Agreement Required)**

Property Owner's Name or Management Company \_\_\_\_\_

Address \_\_\_\_\_ Contact Phone No. \_\_\_\_\_

Number of Occupants \_\_\_\_\_ Name of Occupants \_\_\_\_\_  
(Use reverse side of application as needed for additional names)

The undersigned hereby applies to the City of Florence for water/sewer services and agrees to pay a monthly rate and minimum charges regardless of volume of usage recorded by meter readings in accordance with city ordinances adopted by City Council. It is understood and agreed that the applicant will comply with all rate schedules, rules, regulations and ordinances in connection with service. The City reserves the right at any time without notice to have access to meter for reading, interrupt water service for maintenance or repairs without liability to the undersigned or owner of such premises for damages resulting there from interruption of service.

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I \_\_\_\_\_ **have read the contract agreement and have provided a copy of the lease agreement and required identification (picture ID, Social Security Number or Federal Tax ID Number) for the purpose of applying for city services (Copies of Documents are attached). I understand the policies stated above and will be responsible for all billing of services provided to me by the City of Florence Utility Department.**

Signature \_\_\_\_\_

Date \_\_\_\_\_

Approved By \_\_\_\_\_ Date \_\_\_\_\_

Clerk Initials \_\_\_\_\_ Date \_\_\_\_\_