

City of Anna:

(Office Use Only)

Application for Utility Services

103 Market Street
Anna, Il. 62906
(618)833-8528
(618)833-3933 - Fax

Application Completed:

Current Bills

Delinquent Bills

Photo ID

Cash Receipt for Deposit(s)
(Initial When Completed)

DATE-----

ACCOUNT

NUMBER:-----

SERVICE

ADDRESS:-----

Utilities Requested: Gas: Water: Sewer: Sanitation:

Required Deposit: (MUST BE PAID IN CASH OR MONEY ORDER)

Gas Deposit \$ 175.00 Water Deposit \$ 75.00 Gas & Water \$ 250.00 N/A=Owner
(Note: Deposit(s) are applied to final bills or will be refunded upon proof of ownership being submitted)

Photo ID is Required to Establish Utility Services:

General Information:

Billing and Payment Information: Your utility bill will be printed on or about the 5th of the month and will be due on or about the 20th of each month. Should you not receive a bill, you may call or come to Anna City Hall to determine the balance due on the account. Failure to receive a utility bill **does not** relieve the customer of their obligation to pay the amount due, **plus** any additional fees incurred. Approximately 3 days after the due date, the utilities are subject to disconnection if not paid in full. We offer a night deposit box, located down from our drive up window, for your convenience before or after hours. Our hours of operation are Monday thru Friday from 9:00 a.m. to 4:00p.m. Closed Saturday and Sunday.

Utility Fees : If the requested utilities are off a \$ 10.00 fee per utility will be billed to your account. If gas is available at the residence, whether the meter is on or off, a base charge will appear on your utility bill. Meters requested to be turned off and back on for maintenance, the 1st call will be at no charge, any additional requests within the same billing month, will be at a charge of \$ 10.00 per call. If utilities are disconnected due to failure to pay bill or an insufficient check, you will be charged \$ 25.00 per each utility. The charge to be reconnected will be and additional \$ 25.00 per utility.

Renter and/or Contract for Deed:

*Name:*_____

*Mailing Address:*_____
(if different than Service Address)

Phone Numbers
*(Home)*_____ *(Work)*_____ *(Cell)*_____

Emergency Contact Person:

*Name:*_____

*Address:*_____

*Phone Number:*_____

Agreement and Acceptance of Conditions for Service:

The undersigned, hereby requests to be supplied with utility services by the City of Anna, Illinois, and hereby acknowledges that he/she has been presented and received a notice concerning buried gas piping within the City. By affixing my signature below, I the undersigned, hereby agrees: 1) To pay timely in accordance with the schedule of rates and adopted policies of the City, for utilities supplied for the premises subscribed by me, until such time as I request that said utilities be terminated, 2) Should I fail to comply with this agreement, the City may terminate my utilities at the premises without further notice, other than notice prescribed in current utility policies of the City; and 3) To pay all reasonable legal and attorney's fees, costs and expenses, incurred by the City as a result of my failure to comply. I have read and fully understand this application and agree to abide by it.

Signature of Applicant (Renter)

Date

Owner of the Property:

Name : _____

Mailing Address : _____
(if different than Service Address)

Phone Numbers : _____
(Home) _____ (Work) _____ (Cell) _____

Emergency Contact Person:

Name: _____

Address: _____

Phone Number: _____

Agreement and Acceptance of Conditions for Service:

The undersigned, as legal owner of the above-identified property, hereby acknowledge that I have read and fully understand this application and the conditions upon which utility service may be extended to my property. I further acknowledge and agree that as the owner of said property, I will receive delinquency notices, as provided by the policies of the City, which will advise and inform me of unpaid utility bills and any prospective dates of termination of utility services, on and for any rental property which I own within the city's utility service area. I further acknowledge, understand and agree that as the owner of said property, it is my ultimate responsibility to ensure that any and all balances due and owing City have been paid in full, prior to my releasing any security deposits to my renter/tenant(s). I further acknowledge and agree that future utility service will be denied to the above described property, until any delinquent and unpaid utility bills, late charges, penalties and/or fees have been paid in full. Lastly, I acknowledge and agree that at any time a previous bill(s) reaches a delinquent status, current utility service will be terminated without further notice provided by the city, and that my property shall be subject to liens and any and all other legal collection procedures utilized within the State of Illinois.

Signature of Owner

Date

Estate Executor:

Name :-----

Mailing Address :-----
(if different than Service Address)

Phone Numbers :
(Home)-----*(Work)*-----*(Cell)*-----

Emergency Contact Person:

Name:-----

Address:-----

Phone Number:-----

Agreement and Acceptance of Conditions for Service:

The undersigned, as legal executor of the above-identified property, hereby acknowledge that I have read and fully understand this application and the conditions upon which utility service may be extended to this property. I further acknowledge and agree that as the executor of said property, I will receive delinquency notices, as provided by the policies of the City, which will advise and inform me of unpaid utility bills and any prospective dates of termination of utility services. I further acknowledge, understand and agree that as the executor of said property, it is my ultimate responsibility to ensure that any and all balances due and owing City have been paid in full, prior to my releasing any security deposits to the Estate. I further acknowledge and agree that future utility service will be denied to the above described property, until any delinquent and unpaid utility bills, late charges, penalties and/or fees have been paid in full. Lastly, I acknowledge and agree that at any time a previous bill(s) reaches a delinquent status, current utility service will be terminated without further notice provided by the city, and that the property shall be subject to liens and any and all other legal collection procedures utilized within the State of Illinois.

Signature of Estate Executor

Date

IMPORTANT NOTICE TO CUSTOMERS REGARDING BURIED NATURAL GAS PIPING

This notice is being provided in accordance with Rule 49 CFR.192.16 of the United States Department of Transportation (“DOT Rule”).

In accordance with the “DOT Rule” listed above, the City of Anna is hereby giving notice to all customers who have buried natural gas piping that is not maintained by the City of Anna’s gas department of the following information:

- 1. If the customer’s buried piping is not maintained, it may be subject to the potential hazards of corrosion and leakage.*
- 2. Buried gas piping should be:*
 - a. periodically inspected for leaks*
 - b. periodically inspected for corrosion if the piping is metallic, and*
 - c. repaired if any unsafe condition is discovered.*
- 3. When excavating near buried gas piping, the piping should be located in advance and the excavation done by hand.*
- 4. Plumbers and heating contractors can assist in locating; inspecting and repairing the customer’s buried piping.*

For your guidance in determining whether this notice applies to you, please be informed that in most cases the City of Anna maintains buried gas piping from the main (generally located near the street curb) up to the gas meter on the customer’s premises. In addition, if the piping leaving the meter up to the principal gas utilization equipment is above ground when entering the customer’s premises, this rule does not apply. However, any customer that has any gas lines (secondary lines) such as a garage, BBQ grill, pool, et cetera, the above listed precautions should be noted.

IN CASE OF AN EMERGENCY OR IF YOU SUSPECT A GAS LEAK AND YOU ARE UNCERTAIN AS TO WHETHER THIS NOTICE APPLIES TO YOU, PLEASE CONTACT THE CITY OF ANNA GAS DEPARTMENT AT 833-8528.