



# WATER WORKS & SANITARY SEWER BOARD

of the City of Montgomery

Payment Location:  
2000 Interstate Drive Park  
(M-F 7:00 AM - 4:00 PM)  
Phone: (334) 206-1600  
Fax: (334) 240-1689

Directions: Please read "Notice" below. Review and fill out form carefully and completely.

## Application for Commercial Water Service

### NOTICE:

To establish a commercial water service account, all applicants must present the following items at the time of application:

- Copy of settlement agreement, warranty deed, or lease
- Full name(s), Social Security Number(s) and valid, government-issued identification for listed purchasers or lessees of the premise, or of the authorized representative requesting service for a business entity
- Copy of the "Articles of Organization" (for a sole proprietorship or partnership) or "Articles of Incorporation" (for a corporation)
- Copy of the Alabama business license
- Federal Tax ID Number (if applicable)

Water service will be initiated by the close of the next business day upon submission of this completed application, and the required items listed above. The Water Works will add a \$40.00 New Service/Transfer fee to the first month's bill. If same-day service is required, a fee of \$60.00 will be assessed, and must be paid in advance.

### DEPOSITS:

Commercial Customers: The Board requires a deposit as security against future charges for commercial water service. The minimum deposit will be \$100, with the maximum deposit being up to three times the monthly bill that the business is expected to incur based upon the estimated consumption of the business. After one (1) year of service, business customers may request that the deposit amount be reviewed by the Board to determine the accuracy of the estimated consumption upon which the deposit was based. After said review, the business may receive a partial refund of the deposit or be billed an additional deposit, based upon the evaluation of the past year's consumption. Businesses with a clean record of payment, having had previous service within the last 24 months, established at least 3 years (36 months), will not be required to post a deposit (however, a deposit may be required at a future date, if the business does not maintain a good credit rating). Surety bonds and irrevocable letters of credit are accepted in lieu of cash for deposits on commercial accounts. Cash deposits will be applied to the final bill after termination of service, only. If for any reason a consumer's account should become delinquent, the consumer agrees to pay all collection costs including attorney fees. The delinquent account is subject to bad debt write off, credit bureau notification and applicable cost of collection fees. Applicant authorizes the board to obtain and verify as often as the board may determine necessary: Applicant's vital information and or credit report through Equifax.

### Service Address Information

Own     Lease/Rent    If leasing/renting property, Landlord Name: \_\_\_\_\_

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

Billing/Mailing Address (if different than Service Address): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Requested Date of Service: \_\_\_\_\_

### Commercial Applicant Information

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

DBA (Doing Business As, if different than above): \_\_\_\_\_

Federal Identification No. or SSN of Owner: \_\_\_\_\_

Type of Business: \_\_\_\_\_ Phone: \_\_\_\_\_

### Contact Information

	Name	Title/Position	Telephone No.
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____

### Applicant(s) Signature

Signature of Primary Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Title/Position: \_\_\_\_\_

### E-Bill

Enroll in E-Bill:  Yes     No    Email Address: \_\_\_\_\_ Initials: \_\_\_\_\_

For Water Works Use Only	<b>PAID:</b> <input type="checkbox"/> Cash <input type="checkbox"/> Check/Money Order <input type="checkbox"/> Credit/Debit Card App# _____	<b>Debit Deposit:</b> Amount Due: _____ Due Date: _____	<b>DEPOSITS</b> <b>No Deposit:</b> <input type="checkbox"/> Bank Draft <input type="checkbox"/> Military	<b>Non-Cash Deposit:</b> <input type="checkbox"/> Surety Bond <input type="checkbox"/> Irrevocable Letter of Credit
	New Service Rep's Initials: _____	Previous Service Address (if any): _____		
	Customer's CIS #: _____ New Account #: _____	Previous Account # (if any): _____ Date of App: _____      Req Date of Service: _____		