

LIVINGSTON PARISH GAS DISTRICT #1
Application for
UTILITY SERVICE

DATE \_\_\_\_\_

PLEASE PRINT

ACCOUNT NAME \_\_\_\_\_
(LAST) (M) (FIRST)

Date of Birth \_\_\_\_\_ SOCIAL SECURITY # \_\_\_\_\_

DRIVER'S LICENSE # \_\_\_\_\_ STATE \_\_\_\_\_

BILLING ADDRESS: \_\_\_\_\_
(STREET NUMBER - STREET NAME)

(CITY) (STATE) (ZIP)

SERVICE ADDRESS: \_\_\_\_\_
(STREET NUMBER - STREET NAME)

(CITY) (STATE) (ZIP)

TELEPHONE # \_\_\_\_\_ CELL # \_\_\_\_\_

E-MAIL \_\_\_\_\_

Previous Address: \_\_\_\_\_
(STREET NUMBER - STREET NAME)

(CITY) (STATE) (ZIP)

EMPLOYER: \_\_\_\_\_ Telephone # \_\_\_\_\_

SPOUSE'S NAME \_\_\_\_\_
(LAST) (M) (FIRST)

Date of Birth \_\_\_\_\_ SOCIAL SECURITY # \_\_\_\_\_

DRIVER'S LICENSE # \_\_\_\_\_ STATE \_\_\_\_\_

EMPLOYER: \_\_\_\_\_ Telephone # \_\_\_\_\_

Check One: \_\_\_\_\_ House \_\_\_\_\_ Mobile Home \_\_\_\_\_ Commercial Building - Business Tax ID # \_\_\_\_\_

Check One: \_\_\_\_\_ Own Property \_\_\_\_\_ Rent Property \_\_\_\_\_ Builder - Builder's Tax ID# \_\_\_\_\_

Gas Usage for: \_\_\_\_\_ Oven/Stove \_\_\_\_\_ Water Heater \_\_\_\_\_ On Demand Water Heater
\_\_\_\_\_ Dryer \_\_\_\_\_ Heat \_\_\_\_\_ Grill \_\_\_\_\_ Pool \_\_\_\_\_ Other

If you plan to have a Generator now or in the future, **we will need information** on Brand/Size of the Generator. This is due to the size of Generator you get makes a difference on the size of meter we install.

Generator: \_\_\_\_\_ Brand \_\_\_\_\_ KW

I, undersigned, hereby request **Livingston Parish Gas District #1**, hereinafter called "**GUD #1**" to render gas Utility service at the service address listed on the proceeding application, and agree to pay GUD#1 for all such services required on the premises at that service address for as long as I occupy or control the premises.

I understand that all bills will be **Due** by the **15<sup>th</sup>** of every month, and that any bill not paid by the 15<sup>th</sup> of the month will be charged a penalty fee on the 16<sup>th</sup> of **10%** of the past due bill. Your service will be subject to disconnect on the 25<sup>th</sup> of the month. **We will send a separate notice of delinquent payment.**

**Extensions** - Extensions will **ONLY** be allowed three times in a calendar year!

**ANYONE THAT HAS BEEN DISCONNECTED 3 TIMES IN A YEAR WILL HAVE TO PAY AN ADDITIONAL DEPOSIT OF \$50.00.** The year starts over every January.

Accounts placed on disconnect must pay utility bill in full, and are subject to the following charges:

- 10% of the Past due bill
- \$35.00 Administration Fee
- \$75.00 Reconnect Service Charge

To have services reconnected the same day, you must call the office **before 2 pm**. Anything after 2 pm will be reconnected the next business day. After hours reconnects must pay an additional \$125.00 After hours fee.

**NSF charges for returned checks or insufficient funds \$35.00**

Failure to receive bill does not excuse timely payment and may result in service disconnection. Call this office for amount due. Sign up for "Auto-Pay" and have your payment automatically deducted from your checking account each month, you will still receive a bill to show what your payment is for the month.

I further authorize the GUD #1 to enter the premises for activating or deactivating services, as well as monthly access for meter reading / maintenance of GUD #1 equipment. I also understand that I will be charged a minimum charge of \$15.00 from the day services are connected until the service is disconnected regardless of gas usage, even if it is less than a month.

Once payment has been received in the office to have gas services, we will work diligently with you to get your gas service in place. We will also require copies of permits for services to be turned on or a plumber's report showing the pressure test. If a service is disconnected for a year or more by law, we are required to have the same permit or plumbers report to reconnect service.

\_\_\_\_\_  
(PRINT NAME)

\_\_\_\_\_  
(DATE)

\_\_\_\_\_  
(SIGN NAME)

SERVICE CHARGE: \_\_\_\_\_ DEPOSIT: \_\_\_\_\_ TAP CHARGE: \_\_\_\_\_ OTHER: \_\_\_\_\_

METER: \_\_\_\_\_

REGULATOR: \_\_\_ One \_\_\_ Two

**TOTAL TO PAY:** \_\_\_\_\_ **TOTAL PAID:** \_\_\_\_\_ **DATE PAID:** \_\_\_\_\_

DATE

ENTERED BY

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O & M MANAGEMENT SERVICES, LLC.  
FOR  
LIVINGSTON PARISH GAS DISTRICT #1  
PO BOX 307 - SLAUGHTER, LA 70777

**CUSTOMER PRIVACY FORM**

To insure our customer's privacy the representatives of Livingston Parish GUD #1:  
"O&M Management Services, LLC."

**Can not** discuss your account with anyone that is **not** listed as the Account Holder or an Assigned Designee (someone that you have named to discuss information regarding your account). If you want anyone other than yourself to contact this office (this is especially helpful if you happen to be out of town or ill) regarding your account, please fill out the following.

Please allow the following person or persons to discuss my account with any representative of Livingston Parish GUD #1. This also gives any representative of Livingston Parish GUD #1 the authority to call this person or persons regarding my account.

Designee's:  
Name \_\_\_\_\_ Telephone \_\_\_\_\_  
Name \_\_\_\_\_ Telephone \_\_\_\_\_

Please sign and return with application to: Livingston Parish GUD #1  
PO BOX 307  
Slaughter, La. 70777  
[O-MMLLC@cox.net](mailto:O-MMLLC@cox.net)

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Sign Name: \_\_\_\_\_

If you have any questions regarding this Policy, please call our office at:  
**225-667-8273 or 1-800-666-9396**

*O & M Management Services, LLC.*

*LIVINGSTON PARISH QUD #1*

PO Box 307 - Slaughter, La. 70777  
PH. 225-667-8273 Fax 225-664-9494  
[o-mm11c@cox.net](mailto:o-mm11c@cox.net)

NEW BANK DRAFT

CHANGE EXISTING DRAFT

AUTHORIZATION AGREEMENT FOR  
PREAUTHORIZED PAYMENTS  
(BANK DRAFTS)

Customer Name \_\_\_\_\_

Account # \_\_\_\_\_

Location Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I (we) hereby authorize Livingston Parish Gas Dist. #1 hereinafter called COMPANY to initiate debit entries to my (our) checking or savings account indicated below, and the depository named below, hereinafter called DEPOSITORY, to debit same to such account.

DEPOSITORY (BANK)

NAME: \_\_\_\_\_

BRANCH: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_

ZIP: \_\_\_\_\_

TRANSIT/ABA NO. \_\_\_\_\_

BANK ACCOUNT # \_\_\_\_\_

THIS AUTHORITY IS TO REMAIN IN FULL FORCE AND EFFECT UNTIL COMPANY HAS RECEIVED WRITTEN NOTIFICATION FROM ME (OR EITHER OF US) OF ITS TERMINATION IN SUCH TIME AND IN SUCH MANNER AS TO AFFORD COMPANY AND DEPOSITORY A REASONABLE OPPORTUNITY TO ACT ON IT. YOUR ACCOUNT WILL BE DRAFTED ON THE DUE DATE OR THE FRIDAY BEFORE IF THE DUE DATE IS ON THE WEEKEND OR HOLIDAY AND FUNDS NEED TO REMAIN AVAILABLE.

Print Name \_\_\_\_\_ SS# \_\_\_\_\_

Signature \_\_\_\_\_ DATE \_\_\_\_\_

**\*ATTACH VOIDED CHECK HERE\***

*O & M Management Services, LLC.*

*LIVINGSTON PARISH GUD #1*

PO Box 307 - Slaughter, La. 70777  
PH. 225-667-8273 or 1-800-666-9396

Fax 225-664-9494  
[o-mmlc@cox.net](mailto:o-mmlc@cox.net)

### **BILLING TERMS**

Dear Customer,

Welcome to Livingston Parish Gas!

You should receive your bill the first week of the month. Your gas payment will be due on the 15<sup>th</sup> of every month.

We accept extra payment amounts for those who wish to pay ahead. There is a \$15.00 minimum charge regardless of gas usage. If you need to make a partial payment, you must make prior arrangements with the office to ensure that your account will not be placed on non-payment disconnect.

We offer several ways to make your monthly gas payment:

- Auto Draft from your Checking or savings account
- Check or Money order
- Payment station @ Albany Express Mart (Located at the corner of Hwy 1064 and N. Cafe Line Rd just north of Albany, the store has a charge for this service)
- Payments over the phone with your American Express, Discover, Visa or MasterCard (convenience Fee applied)
- ONLINE PAYMENTS NOW AVAILABLE

We will send a separate delinquent notice! If we do not receive your payment by the 15<sup>th</sup> you will be charged a late fee of 10% of your past due bill. Disconnects are scheduled for around the 25<sup>th</sup> of the month. Due to holidays, weekends, etc., we may change the disconnect date to the next working business day. Failure to receive your bill for any reason does not excuse you from payment! Service Charge on Returned Funds will be \$35.00 (NSF FEES). Accounts placed on disconnect must pay utility bill in full, and are subject to the following charges:

- 10% of the Past due bill
- \$35.00 Administration Fee
- \$75.00 Reconnect Service Charge
- To have services reconnected the same day, you must call the office before 2 pm. Anything after 2 pm will be reconnected the next business day. After hours reconnects must pay an additional \$125.00 After hours fee.

Extensions - Extensions will ONLY be allowed three times in a calendar year!

ANYONE DISCONNECTED THREE TIMES IN A CALENDAR YEAR WILL BE REQUIRED TO PAY AN ADDITIONAL DEPOSIT OF \$50.00!

We're glad to have the opportunity to serve you and if we can do anything to help in the future give us a call.

Sincerely,  
O&M Management Services, LLC.  
Livingston Parish Gas GUD #1

*Revised 8/15/19*

**LIVINGSTON PARISH GUD #1  
OPERATION AND MAINTENANCE MANUAL**

**CUSTOMER SERVICE LINES**

Dear Gas Customer,

To maintain compliance with the Department of Transportation, Pipeline Safety Regulations, Part 192.16, Customer Owned Service Lines, Customer Notification, the Livingston Parish Gas Utility District #1 – Gas Department issues the following notice:

**NOTICE**

- The Livingston Parish Gas Utility District #1 – Gas Department does not maintain customer piping beyond the natural gas meter.
- If customer's piping is not maintained, it may be subject to potential hazards of corrosion and leakage.
- Customer's buried gas piping beyond the natural gas meter should be:
  - Periodically inspected for leaks
  - Periodically inspected for corrosion if the piping is metallic
  - Repaired if any unsafe condition is discovered

**PLEASE BE AWARE THAT IF A LEAK IS DISCOVERED AT ANY TIME ON THE CUSTOMER SIDE OF THE METER, WE ARE REQUIRED BY PIPELINE SAFETY TO LOCK THE METER UNTIL IT IS FIXED, AND PROOF HAS BEEN PROVIDED OF REPAIRS!**

**\*\*\* NO EXCEPTIONS\*\*\***

- When excavating near buried gas piping, the piping should be located two (2) working days in advance, by calling: **811 – LOUISIANA ONE-CALL**, and the excavation near the gas line should be done by hand.
- Local plumbers and heating contractors can assist in locating, inspecting, and repairing the customer's buried piping.

If you, the customer, have any questions pertaining to this notice, please feel free to call the Livingston Parish Gas Dist. #1 – Gas Department at 225-667-8273 or 1-800-666-9396. As always, our goal is to provide the very best and safest gas service possible to you.

Sincerely,

**Livingston Parish Gas District #1 – Gas Department**

**LIVINGSTON PARISH GUD #1  
OPERATION AND MAINTENANCE MANUAL**

Livingston Parish GUD #1  
222 La. Hwy. 19  
Slaughter La. 70777

Effective Date: April 14, 2017

Dear Gas Customer:

RE: Federal Safety Regulation – Excess Flow Valve

The Federal Department of Transportation is now enforcing a new safety regulation pertaining to Excess Flow Valves.” This new regulation requires that natural gas supply companies notify certain customers of the availability of an excess flow valve that meets minimum Federal performance requirements. Also, should the customer desire installation of this device, the customer must agree to pay all associated costs including material and labor. Currently, the average customer cost associated with the initial installation of an excess flow valve is \$1,500.00.

**What Is an Excess Flow Valve?** An excess flow valve is a device designed to restrict gas flow in a customer’s natural gas service line by automatically closing in the event that a service line is broken, completely cut, torn apart or otherwise separated, usually caused by some type of excavation, or digging. **What is a Natural Gas Service Line?** A natural gas service line is the piping from the gas main to the customer gas meter. Restricting gas flow after a gas service line is damaged may decrease the potential for property damage and/or injury.

**Customer Responsibilities.** If an existing customer request installation of an excess flow valve and agrees to pay a one the time fee of \$1500.00 to have a EFV installed, Livingston Parish GUD #1 will have up to 30 working days to complete the installation of the EFV. There is no maintenance cost associated with the EFV due to the onetime fee.

**Additional Information:**

1. Installation of an excess flow valve is mandatory for New Construction and Replacement of service lines that do not exceed 1000 SCFH.
2. An excess flow valve will **NOT** protect against the following events:
  - Customer appliance gas leaks
  - Small gas service line punctures
  - Gas meter set leaks
3. Livingston Parish GUD #1 makes no express warranty for continued proper excess flow valve operation under normal use conditions and/or false valve closure under any gas system operating conditions.
4. Always call 811 before digging.
5. If further information is required, you may contact our office at (225) 667-8273 between the hours of 7:30 a.m. to 5:00 p.m. Monday – Friday.

Thank You,  
Livingston Parish GUD #1