WATERWORKS DISTRICT #7 EAST FELICIANA PARISH

12082 MARSTON STREET

PO BOX 8424

CLINTON, LA 70722

(225)683-9124 / (225)683-9120 (fax)

|  |
| --- |
| **FOR OFFICE USE ONLY** |
| Customer No. |  | Application Date: |
| Receipt No. |  | Check No. |
| Install Date |  | Meter Reading |
| **APPLICANT INFORMATION - PLEASE PRINT** |
| Date |
| Applicant’s Name |
| Applicant’s Date of Birth | Last 4 digits of SSN | DL No. |
|  |  |  |
| **Phone** | **Resident Status(Circle)** |  |
|  | Rent Own |  |
| Service Address: |  |
| Mailing Address: |  |
| City | State | Zip |
|  |  |  |
| Email Address |  |
| **FEDERAL REQUIREMENTS** |
| 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 this program. You are not required to furnish this information but are encouraged to do so. This will not be used in evaluation of 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 and national origin of applicant on the basis of visual observation or surname. |
| **RACE: (Circle your choice)** |  |
| Alaskan Native – American Indian – Asian – Black/African American – White – Native Hawaiian/Pacific Islander |
| **ETHNICITY (Circle your choice)** |  |
| **Hispanic or Latino** | **Non –Hispanic or Latino** |  |
| **EMPLOYMENT INFORMATION - PLEASE PRINT** |
| Position |  |
| Employer Address |  |
| City | State | Zip |
| Employer Phone |  |  |
|  |  |
| **AUTHORIZATION** |
| I authorize Waterworks District #7 to verify the information provided on this form and further agree to the following terms of the attached *“Water User Agreement”* |
| Sign: | Date: |
| **\*\*Copy of Driver’s License is required in order to process application!!** |

Waterworks District #7

Of East Feliciana Parish

12082 Marston Street

PO Box 8424

Clinton, LA 70722

Phone: 225-683-9124 / Fax: 225-683-9120

**WATER USERS AGREEMENT**

This agreement between Waterworks District #7, a non-profit corporation, hereinafter called the District, and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ a user of the District, hereinafter called the User.

1. **Getting Connected to the Waterworks Distribution System**
2. **New Service:** All new services require a $50 deposit. In addition, a new service also requires either an installation fee of $750 ( for services requiring digging) or a connection fee of $20 (for services where a prior meter has been established.) Applicants agree to pay costs associated with establishing new service. They agree that items used in establishing service become the exclusive property of the District and shall not be accessed or used by the Applicant. New service will be provided only after determination that distribution , storage, and pumping capacity is available to provide adequate flow to the requested address. Meter box location may be requested but the right to determine final placement is reserved to the District.
3. **Service Lines and Commencement of Service:** Applicants are responsible for installing a “service line system” needed to deliver water from the meter box to the place receiving water. The District shall purchase and install a cutoff valve and may also include a water meter at each service. The District shall have exclusive right to use such cutoff valve and water meter. The User agrees not to construct any structure which interferes with the District’s access to the meter. User further agrees not to construct any type of fence in front of the meter and to move existing fence behind the meter if meter cannot be placed on User’s property outside of fence. **Billing will commence at the time the water meter is set in place by District personnel.**
4. **Outside and Multiple Connections are Prohibited.** The User agrees to comply with the Louisiana State Department of Health requirements that no other present or future source of water will be connected to any waterlines served by the District’s distribution system, and will disconnect from any existing outside water supply prior to connecting to and switching to the Districts system. Federal regulations allow one household service per water meter. Users found in violation of this regulation will be give one month from the time notified to remedy this situation and if not complying will be fined at a rate of $100 per month.
5. **Breach of Agreement:** In the event the User shall breach this contract by (1) refusing or failing, without just cause, to connect his service line the District’s distribution system as set forth above, or (2) refusing or failing, without just cause, to pay minimum monthly water rate as established by the District, upon the occurrence of either of said events, the User agrees to forfeit his deposit.
6. **When Should Bills be paid and what happens If Not Paid?**
7. **When are Bills Due?** Bills are due on the 15th of each month. Accounts not yet paid by the disconnect date stated on each bill are subject for disconnection. Payments can be made by either mail, Feliciana Bank, Landmark Bank, or at the District Office (Checks or money orders only) located at 12082 Marston St., Clinton, LA
8. **What are the penalties for not paying?** Accounts not paid on or before the due date will be charged a penalty of ten (10) percent. Accounts not paid five (5) days from the disconnect date, owing seventy-five ($75) dollars or more will result in water being shut off. In the event, it becomes necessary for the District to shut off the water from a customer’s property, a fee of fifty ($50) will be charged for reconnection of the service.
9. **What happens when NSF checks are used to pay bills?**
10. Accounts paid with NSF checks will be given five (5) business days to pay the amount of the NSF check and a $30 NSF fee. Payments must be paid by money order. These payments must be made at the District office located at 12082 Marston St., Clinton, LA.

Any accounts with four (4) NSF checks within a twelve (12) month period may be permanently disconnected.

1. **How can you avoid being disconnected?**
2. Pay the full balance on or before the 15th of the due date. The full balance refers to the User’s entire outstanding balance regardless of when incurred. Claims that notice was not received will not be grounds for delaying disconnection.
3. Produce proof of payment, in person at the District office at 12082 Marston St., Clinton, LA, or fax to 683-9120
4. Proof of payment must be a bank receipt showing date paid or a copy of the canceled check (front and back).

**Please Note: The following will NOT avoid disconnection**

**-Do not** present money order receipts or check register as proof of payment.

**-Do not** attempt to place cash, money orders, or checks in the meter box. Waterworks #7 will not be responsible for any items placed in a meter box and any damages will result in charges to the User.

**-Do not attempt** to pay District #7 personnel in the field because they are not authorized to accept payments nor do they grant preferential treatment or exceptions.

1. **Once disconnected, how do I get re-connected?**
2. Pay the full account to a zero balance. This includes a fifty ($50) reconnection fee and a fifty ($50) deposit fee if the account was finaled.
3. Payment may only be made by money order.
4. Payment may only be made at the District’s office at 12082 Marston St., Clinton, LA. Payments made at the banks are not always transferred in a timely fashion.
5. **Reconnection services are not available outside of office hours.**

 **Unauthorized Use Penalty:** Unauthorized use with meter or meter box after disconnection will result in additional penalties which must be paid before reconnection can take place and will result in criminal charges. Unauthorized use includes removing any locking devices or in any other way re-opening the valve. The District reserves the right to permanently remove service after a second unauthorized use charge.

1. **General Conditions:**

WHERAS, the User desires to purchase water from the District, and to enter into a water users agreement as required by the Bylaws of the District. NOW THEREFORE, in consideration of mutual covenants, promises and agreements herein contained, it is hereby understood and agreed: The District shall furnish, subject to the limitations set out in the Rules and Regulations and Bylaws and those hereinafter provided for, such quantity of water as the User may desire in connection with his occupancy of the following described property. The Users, successors or assigns hereby grants the District a perpetual easement in, over, under, and upon the above described land with the right to erect, construct, install, and lay, and thereafter use, operated and inspect, repair, maintain, replace and remove water mentioned above. The width of said easement shall be not less than 10 feet from the road right-of-way. Applicant acknowledges responsibility for the payment of this and for all services due there under.

The Applicant agrees to pay for water at such rates, time, and place as shall be determined by the District, and agrees to the penalties for non-compliance with above set out in the current Rules and Regulations. Applicant acknowledges the right of Waterworks District #7 of East Feliciana Parish, without notice, to terminate any service to applicant’s address in the event of a delinquency in the account.

Applicant Date

*“USDA Rural Development is an Equal Opportunity, Provider, and Employer,” If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaintfilingcust.html, or at any USDA office, or call (866)632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U. S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S. W. Washington, D.C. 20250-9140, or by fax (202)690-7442 or email at* *program.intake@usda.gov**.”*