



City of Woodland
Application for Utility Services

City of Woodland
P.O. Box 9
Woodland Wa 98674
(360) 225-8281 (360) 225-7336 fax

Applicant Information

Last Name:		First Name:		M.I:	DOB:	SSN:
Picture ID #:		State & Exp:		Cell: Home Phone:		
Employer:			Employer Phone:		E-mail:	

Co-Applicant Information

Last Name:		First Name:		M.I:	DOB:	SSN:
Picture ID #:		State & Exp:		Cell: Home Phone:		
Employer:			Employer Phone:		E-mail:	

Service Location Information

<input type="checkbox"/> Tenant	Owners Name:	Effective Date:	Service Address:		
<input type="checkbox"/> Owner	Owners Address:		Your Mailing Address:		
City:	State:	Zip:	City:	State:	Zip:
Owners Phone:	Documentation Required: <input type="checkbox"/> Rental Agreement <input type="checkbox"/> Valid ID Card		Garbage / Recycle Carts Onsite: <input type="checkbox"/> Yes <input type="checkbox"/> No		

Social Security Numbers - The City of Woodland collects and uses your social security number only for the purpose of performance of the city's duties and responsibilities. Providing a social security number is a condition of receiving utility and solid waste services from the City of Woodland. Your social security number is used for the legitimate business purpose of completing an application for residential utility services. The city will not disclose your social security number to any other entity unless required for payment recovery. A copy of your valid driver's license or ID card is also required.

Security deposit - The City of Woodland requires that every utility customer pay a deposit upon opening or re-establishing an account with the city. A deposit is required for every location serviced by the city. Therefore, customers with more than one utility account will be required to provide a deposit for each account. The city does not pay interest on utility deposits. In the case of repeated delinquencies or multiple returned checks, the city may also require a customer to redeposit monies (assuming a deposit was returned at some time) or increase the amount of the deposit currently on file for an account. Deposits are refundable to the customer under two circumstances: A. Upon establishing a satisfactory payment record for one year which includes no late payments, no shut off's, or no NSF's. B. Upon closing their utility account. The customer must provide a forwarding address in order to receive any deposit leftover after the final bill amount is paid on account.

Payment - The applicant agrees to pay bi-monthly for the utility services rendered by the City of Woodland. Services will include water, sewer, garbage, recycle and applicable taxes. It is the consumer's responsibility to review the bills for accuracy and notify the city of concerns. **Initial.**

Delinquency - Payment for service is due immediately upon billing and shall be delinquent if not paid by the due date on the bill. A penalty of 10% or \$10.00 whichever is greater, will be added to all delinquent accounts. Accounts that are not paid in full may be disconnected for nonpayment. The city shall not be liable for any damage resulting from such disconnection. Customers must bring current, all delinquent charges as well as pay a reconnection fee prior to services being restored. Customers agree to pay reasonable expenses for collection, including attorney's fee and court costs, incurred in collection of applicants terminated account. **Initial.**

Reasonable access to water meter - The applicant shall permit the city or authorized representative to have complete access to the water meter. Further, applicant shall keep meter area clear of rubbish, vegetation and decorations. The city reserves the right to remove obstacles from water meter area. **Initial.**

I (applicant / co-applicant / owner) hereby request the City of Woodland to provide utility services at the location stated above. Further, I agree to pay all charges for services rendered as a result of this request. I understand and agree that failure to pay any amount due to the City can result in services being disconnected or not started until such payment has been received.

Signature: _____ Date: _____

For office use only
Deposit Amount \$ _____ Receipt # _____ Date Paid _____ Date Invoiced _____ Invoice # _____

Meter # _____ Last System Read _____ Acct # _____

IF YOU DISPUTE THE ACCURACY OF THIS BILL OR NEED TO MAKE PAYMENT ARRANGEMENTS, CONTACT THIS OFFICE WITHIN 10 DAYS OF THE BILLING DATE (MONDAY – FRIDAY, BETWEEN THE HOURS OF 9:00 A.M. – 5:00 P.M.)

UTILITY BILLS ARE DELINQUENT AND WILL BE ASSESSED A **\$10.00 OR 10% LATE CHARGE, WHICHEVER IS GREATER**, AFTER THE FIFTEENTH (15TH) OF THE MONTH FOLLOWING BILLING. IF FULL PAYMENT IS NOT RECEIVED PRIOR TO THE FIFTH (5TH) DAY OF THE NEXT SUCCEEDING CALENDAR MONTH IN WHICH THE BILL BECOMES DELINQUENT THE WATER SERVICE WILL BE SHUT OFF FOR NONPAYMENT. WATER SERVICE WILL NOT BE RECONNECTED / RESTORED UNTIL ALL SUMS DUE THE CITY HAVE BEEN PAID IN FULL, TOGETHER WITH AN ADDITIONAL **\$40.00** RECONNECTION FEE. THIS IS PRESCRIBED BY RESOLUTION OF THE CITY COUNCIL.

Pursuant to City of Woodland Ordinance No. 1113

NOTICE OF TENANT'S RIGHTS

IF YOU ARE A TENANT RESIDING AT THE SERVICE ADDRESS AND WATER IS PRESENTLY BEING DELIVERED TO YOUR HOME: You are not responsible for water bills incurred by a previous tenant who moved out before you moved in and you are not responsible for water bills incurred by your landlord.

If this bill is the obligation of a prior tenant who no longer occupies the premises, or the obligation of your landlord, you have the right to obtain continued water services by contacting the Clerk-Treasurer Department and having the account placed in your name. However, the past due amount will remain on the account billing until the former tenant or landlord pays the unpaid bill. Their portion may be referred for collection if it remains unpaid.

If you do place the account in your name, services will not be disconnected because of an unpaid bill for which you are not responsible. You will be responsible for future bills coming due during your tenancy, and you will be required to pay a deposit.

To place service in your own name you must go to City of Woodland, City Hall Annex 230 Davidson Avenue, Woodland, Washington during normal business hours and make application in person for continued service. You will be required to present personal identification and your current Rental Agreement, if you have one. You also will be required to identify your landlord and his or her current address.

If service is disconnected before you have contacted the Clerk-Treasurer Department, a reconnection fee will be charged and payable by the party requesting the service to be turned on before the service is restored.

You may pursue a dispute concerning the responsibility for past due water or other utility bills or the right to have the service placed in your name with the City Clerk-Treasurer Department. Water and other utility service will not be disconnected or discontinued until such dispute is resolved by the Clerk-Treasurer or his or her designee. The Clerk-Treasurer shall consider any documents, testimony, exhibits or other relevant evidence the disputing party desire to present. You may appeal the decision of the Clerk-Treasurer Department by requesting a hearing in front of the City of Woodland hearing examiner. To pursue the appeal you must pay a filing fee of \$100.00 with the Clerk-Treasurer and make a written request of the Clerk-Treasurer for a hearing before the hearing examiner, which shall be signed by the appellant.

NOTICE OF TENANT'S RIGHTS – NONMETERED UNITS

IF YOU ARE A TENANT RESIDING AT THE SERVICE ADDRESS AND WATER IS PRESENTLY BEING DELIVERED TO YOUR HOME and you have not placed the water billing in your name, you may not be responsible for water bills incurred by the owner or manager of the premises or their agent. However, you may be affected, by the failure of the owner, manager, or their agent, to pay in a timely fashion, all water and other utility bills relating to the premises occupied by you as your home.

A majority of the tenants occupying the premises constituting the multiple-family dwelling structure or complex, mobile home park, trailer park or other occupancy the individual dwelling or space units of which are not separately metered, may have the utility account placed in their collective names, with a limit as to what the billing system will allow, and assume responsibility for future payment of water and other utility service provided to the service address. The past due amount will remain on the account billing until the former tenant(s) or landlord pays the unpaid bill. Their portion may be referred for collection if it remains unpaid. However, if you do so, you will be responsible for future bills coming due during your occupancy of the premises, and a majority of the occupants or tenants must continue to be responsible for such payment at all times. You will be required to pay a deposit equal to two months' estimated water and other utility service charges to the premises pursuant to Woodland Municipal Code.

To place service in your own names you must all go to City of Woodland, City Hall Annex, 230 Davidson Avenue, Woodland, Washington during normal business hours and make application in person for continued service. You will each be required to present personal identification and your current Rental Agreement or lease, if you have one. You will each also be required to identify the owner, manager, or their agent, and his or her current address.

If service is disconnected before you have contacted the Clerk-Treasurer Department, a reconnection fee will be charged and payable by the party requesting the service to be turned on before the service is restored.

You may dispute the responsibility or amount for past due water, other utility bill issues, or the right to have the service placed in your name with the City Clerk Treasurer Department. Water and other utility service will not be disconnected or discontinued until such dispute is resolved by the Clerk Treasurer or his or her designee. The Clerk Treasurer shall consider any documents, testimony, exhibits or other relevant evidence the disputing party desire to present. You may appeal the decision of the clerk treasurer department by requesting a hearing in front of the hearing examiner. To pursue the appeal you must pay a filing fee of \$100.00 with the clerk treasurer and make a written request of the clerk treasurer for a hearing before the hearing examiner, which shall be signed by the appellant.