



UTILITY BILLING DEPARTMENT  
181 LARKIN STREET/P.O. BOX 785  
CORNELIA, GEORGIA 30531  
PHONE: 706-778-8585

## Utility Service Application

Applicant/Company Name \_\_\_\_\_

SSN#/Tax ID \_\_\_\_\_ Driver's License# \_\_\_\_\_

Employer Name/Address/Phone \_\_\_\_\_

**911 Service address** \_\_\_\_\_

Mailing Address (if different) \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_ Preferred Contact:  Phone  Text  Email

Please Circle Own or Rent

Landlord's Name/Phone \_\_\_\_\_

Date service is to be connected \_\_\_\_\_

Have you had previous service with the City of Cornelia?  Yes  No

If so, what name/address was on your prior account? \_\_\_\_\_

**Check which service(s) you are applying for:**

- Residential water only       Commercial water only       Industrial water only       Irrigation/non-sewer  
 Residential water/sewer       Commercial water/sewer       Industrial water/sewer       Garbage\*

*\*Garbage service is only available to residential customers inside city limits and will be automatically billed with monthly utility services.*

The above hereby applies for services with the City of Cornelia and agrees to the following terms and conditions.

1. A \$100 deposit is required for service and must be paid with application. The City reserves the right to collect any outstanding utility bills owed to the City by the applicant before new service is established.
2. Picture ID and closing documents or rental lease agreement are required to establish service and can be emailed to ar@cornelia.city.
3. Applicant agrees to pay the City of Cornelia in accordance with the schedule of fees for services rendered at the above address. Payments can be made online at [www.cornelia.city](http://www.cornelia.city), at City Hall, via mail, or ACH draft. For after hour payments, customers can also use the Utility Payment drop box located outside of City Hall.
4. Applicant agrees to pay monthly utility bills as provided by the City of Cornelia on the 15<sup>th</sup> of each month with no penalty. Bills paid after the 15<sup>th</sup> of the month will be subject to a 10% late fee and disconnections without further notice. A \$50 reconnection fee will be charged if service is disconnected for non-payment. All disconnected accounts paid after 2:00pm will be reconnected the next business day.
5. A fee of \$25.00 will be charged on checks or bank drafts returned for any reason and water service may be subject to disconnect.
6. Applicant agrees that the water service to be rendered by the City is limited to use of only one (1) family dwelling house or commercial building.
7. Applicant will ensure all inside plumbing is shut off. Any damage as a result of open faucets or leaks inside the building are the Customer's responsibility.
8. Applicant agrees not to tamper with the meter device in accordance with the City policies and agrees to immediately contact the City in reference to any service problems or leaks which might occur.

- 9. Applicant agrees to contact Cornelia City Hall and submit a Disconnection Request form when they are ready to terminate service.
- 10. All water service requires a working backflow on the property owner's side of the meter. Commercial, or industrial customers require an annual backflow test by certified tester. Test records must be submitted to the Utilities Specialist by email or dropped off at City Hall.

As stated above, I am applying for service with the City of Cornelia, and I understand these terms and conditions are a part of this application and agree to be bound by such terms and conditions. I verify that the above information is correct to the best of my knowledge. I understand that providing false information may result in the rejection of my application or disconnection of services at a later date.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Witness \_\_\_\_\_ Date \_\_\_\_\_

*"The following information is requested by the Federal Government to monitor compliance with Federal Laws prohibiting discrimination against applicants seeking to participate in the program. You are not required to furnish this information but are encouraged to do so. This information will not be used in evaluating 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, national origin of individual applicants based on visual observation or surname. Please check one of the following.*

- White, not of Hispanic origin                       Asian or Pacific Islander
- Black, not of Hispanic origin                       American Indian or Alaskan native
- Hispanic

*This is an Equal Opportunity Program; Discrimination is prohibited by Federal Law. Complaints of discrimination may be filled with the Secretary of Agriculture, Washington, DC 20250."*

**CITY USE ONLY**

Information verified by \_\_\_\_\_

Date Processed \_\_\_\_\_

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

Meter Serial# \_\_\_\_\_

Amount Paid \$ \_\_\_\_\_

Deposit transferred from account # \_\_\_\_\_

Water Tap \_\_\_\_\_

Sewer Tap \_\_\_\_\_