APPLICATIONS ACCEPTED 8:30am-4:30pm

Utility Billing & Collections Division
900 East Strawbridge Avenue, Melbourne, FL 32901
Phone: (321) 608-7100
Email: waterservicerequest@mlbfl.org

City of Melbourne The Harbor City

APPLICATION FOR WATER SERVICE

Select One:

- ☐ Owner
- ☐ Tenant
- ☐ Realtor/Property Manager

Required Documents:

- ☐ Drivers License (Residential accounts)
- ☐ Tax ID Number/EIN (Commercial Accounts)
- ☐ Lease/Proof of Ownership (New Service only)

Complete all sections below that apply to you. Submit *completed application and documentation* via e-mail or mail to the address above. (Please print)

Name(s) on Account: _____ **Primary Phone #:** _____

Drivers License or Tax ID number: _____ **E-mail:** _____

☐ **TRANSFER SERVICE** **Shut off Date:** _____ **Account Number:** _____

Address Transferring From: _____

REASON: ☐ **Sold home** ☐ **Lease expired** ☐ **Tenants moving in** ☐ **Other:** _____

☐ **ACTIVATE SERVICE** **Start Date:** _____

Service Address: _____

Mailing Address: _____

☐ **TEMPORARY SERVICE** ***(Maximum of two weeks)***

☐ **Service *turn-on* date** _____

☐ **Service *turn-off* date** _____

Please read the disclosures below. Initial next to each statement to indicate you have read and understand the information completely.

_____ A lien will be placed on the property if an account in the owner's name remains unpaid.

_____ Customers requesting that service be interrupted will pay the monthly base facility charge during the period of interruption.

_____ There is a processing fee for paying with a debit/credit card/e-check, which will be paid directly to the City's payment vendor.

_____ Residential deposits shall be held in a non-interest bearing account. If a customer has a record of timely payment over a continuous 12-month period, then the City shall apply that deposit to the account. Otherwise, the deposit will be applied against the final bill and any credit remaining will be refunded .

_____ Deposits/bills paid via checks that are returned unpaid will result in immediate service interruption without further notice.

_____ The customer is responsible for access to the City meter. The customer will be responsible for the cost to repair or replace the meter if it is lost or damaged. (*Code of Ordinances Sec 58-3).*

_____ _____
Customer Signature **Date**

Please be advised that all information provided on this application is considered Public Record, and the City of Melbourne is required to make the information available upon request, with the exception of information designated by law as "exempt" or "confidential."

City of Melbourne Utility Billing & Collections Department use only

Deposit ☐ Billed _____ ☐ Collected _____ ☐ Waived ☐ Transferred

Initiation Fee ☐ Billed _____ ☐ Collected _____

Account #: _____ **Clerk:** _____