



900 E. Strawbridge Ave.
 Melbourne, FL 32901
 (321) 608-7100 Main
 (321) 608-7199 Fax
 waterservicerequest@mlbfl.org

NEW SERVICE REQUEST FOR WATER / SEWER

Select One: <input type="checkbox"/> Owner <input type="checkbox"/> Tenant <input type="checkbox"/> Realtor/Property Manager	Required Documents: <input type="checkbox"/> Driver License <i>(Residential accounts)</i> <input type="checkbox"/> Tax ID Number/EIN <i>(Commercial accounts)</i> <input type="checkbox"/> Lease/Proof of Ownership <i>(New service only)</i>
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Instructions: Please print clearly and complete all sections of the form that apply to you. Submit completed application and documentation via e-mail or mail to the above address.

Name(s) on Account: _____	Primary Phone #: (____) _____ - _____
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Driver License # Or Tax ID number: _____

Transfer Services _____
 (Address Transferring From)

Shut Off Date: _____ Account #: _____

Reason for termination: Sold home Lease expired Tenants moving in Other: _____

Activate Service

Service Address: _____

Mailing Address: _____

Start Date: _____

Temporary Service *(Maximum of two weeks)*

Temporary turn-on service Date: _____ Temporary turn-off service Date: _____

Would you like to "go green" and receive notification of your bill via email? Yes No

E-mail Address: _____

Please read the disclosures below carefully. Initial next to each statement to indicate you have read and understand the information fully. If you have questions, contact a customer service representative: (321) 608-7100.

- _____ 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).*

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

Customer Signature: _____ X _____	Date: _____
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OFFICE USE ONLY:

Deposit: Billed _____ Collected _____ Waived Transferred

Initiation Fee: Billed _____ Collected _____

Account #: _____ Clerk: _____