

P.O. 1329  
Lake City, SC 29560

## City of Lake City

Phone: 843-374-5421  
Fax: 843-374-1809



### Water/Sewer Service Application

Service Fees:

Temporary Service- \$50

Inside/Outside City Limits- \$100 (Nonrefundable)

Outside City Limits- \$150 with Sanitation Fee

Required Documentation: Picture Identification - Social Security Card - Copy of Account Lease  
OR Mortgage Agreement

Commercial Business in city limits MUST show proof of a Current Business License and  
Building Inspection

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

Account Holder Name: \_\_\_\_\_

Service Address/Location: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Social Security No: \_\_\_\_\_ Driver's License No: \_\_\_\_\_

Tax ID No: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Phone No: \_\_\_\_\_ Email: \_\_\_\_\_

Check One:

☐ White (Not Hispanic or Latino)

☐ African American

☐ Hispanic or Latino

☐ Asian American

☐ American Indian/Alaska Native

☐ Native Hawaiian or Pacific Islander

Check One: ☐ Female

☐ Male

☐ Business Entity

Check One: ☐ Owner

☐ Renter/Lease Holder

Date of Service to be Activated: \_\_\_\_\_

Have you or any of your occupants at this address ever had water service with Lake City? If yes, what address? \_\_\_\_\_

---

No, please initial: \_\_\_\_\_

Service Co-Signer Information:

Name: \_\_\_\_\_

Social Security No: \_\_\_\_\_ Signature: \_\_\_\_\_

### **Terms & Conditions**

I certify that I am eighteen years of age or older and that I will be responsible for payment of the entire bill each month once mailed and/or upon termination of service. I understand that no further actions will be taken to ensure that I have received my bills. Additionally, if the City of Lake City determines that I owe past due balances to the city, I will be responsible for payment of those balances and any associated fees. The account is subject to immediate disconnection without notice if the service fee is returned for insufficient funds if paid by check or if the City discovers past due balances from prior accounts.

- A night deposit box is available and checked every day for dropped off payments and is located near the drive through entrance. Payments must be placed in an envelope for receipts. (Checks or money orders ONLY)

I certify that I understand that if I move from the address listed on this service application, it is my responsibility to formally sign a disconnection notice and close out any remaining balance due.

I understand that if I disconnect my services, I may receive a FINAL BILL and will be responsible for bringing that balance to zero.

Signature: \_\_\_\_\_

### Disconnections. Late Fees & Penalties

- Lake City sends out disconnection notices in the form of blue letters to the mailing address of the Account Holder. If you receive one of these notices, it is the responsibility of the Account Holder to bring the account into good standing.
- To avoid disconnection of service, any past due amounts thirty days (30) or over, MUST be paid on or before the 21<sup>st</sup> of each month before 5PM. If the past due amount is NOT paid on or before the 21<sup>st</sup>, the account is subject to the following penalties and fees.  
15% late penalty - \$50 nonpayment fee
- Full balance due for reconnection of services, this includes the above-mentioned late penalty and reconnection fee. (Checks WILL NOT be accepted if your services are disconnected)

Signature: \_\_\_\_\_

### Return Checks/Credit Cards/Draft Return

- I understand that if I give a check to the City of Lake City and it is returned for insufficient funds or for any reason dishonored by the bank, my services will be disconnected and there will be a \$50 return check fee that must be paid along with any other fees or penalties mentioned above and the full balance of the account must be brought to zero.
- I understand that the City of Lake City will not accept a check as payment for up to one- year (1) on accounts where up to three (3) checks have been presented and dishonored by the bank. Payments must therefore be made with cash, credit/debit card or money order until the one-year (1) ban is lifted.
- 

Signature: \_\_\_\_\_

### Meter Tampering

- I understand that it is against the law to enter or tamper with any water meter box whether on private or public property, and that the City of Lake City can and will pursue criminal charges. Sections 16-13-385 of the South Carolina Code of Law provides for penalties of up to \$750.00 and imprisonment for not more than thirty (30) days for tampering with water meters. Any person who tampers with a water meter to restore services without payment violates the law. The City reserves the right to back-bill for service theft.
- If the meter box/connection cable is damaged either through tampering, carelessness or neglect and the unit is beyond repair or replacement, the assessed cost will be charged to the homeowner/tenant and added to the Account Holders water bill.

Signature: \_\_\_\_\_

## Leaks and Leak Adjustments

Water users may have no more than one (2) adjustment to their account during any twelve (12) month period for a leak.

Water users may have no more than one (2) adjustment to their account during any twelve (12) month period for filling a pool (**Sewer Only**).

Adjustments are based on the previous six (6) months of average water and sewer usage to calculate the percentage of gallons used that the customer is responsible for paying for.

Adjustments made to any account by the city due to a billing error by the city will not be considered as an individual adjustment.

More than one (1) adjustment may be considered if it is found to be an unusual occurrence that warrants an adjustment. Examples include, but are not limited to, theft, vandalism, negligence and construction damage, unoccupied and vacant properties.

- A "leak" will be defined as the loss of water due to broken or burst water line/pipes, an improperly functioning toilet fixture or a damaged valve on a hot water heater. Tankless water heaters don't store water, but a leak is not impossible due to worn piping and joint connections. Tankless water heaters leak from the bottom or along the connections.
- e Outside spigots left on will not be considered a leak and will be reviewed on a case-by-case basis for financial hardship and possible adjustment.

Any leaks and repairs thereof are the responsibility of the property owner. The responsibility of the city for leak repairs ends at the discharge point of the water meter. All water passing through the meter is the responsibility of the property owner.

Individuals have fifteen (15) days to report any problems associated with a suspected leak after the bill date. Individuals have 30 days to repair any problems associated with a suspected leak after the bill date. When leaks continue for three (3) or more months, it is up to the discretion of the service provider to grant an adjustment. When leaks are reported/repared five (5) months or more after it occurred, it is up to the discretion of the service provider to consider or grant an adjustment.

Individuals requesting an adjustment must have had a valid leak and show proof of repair. **While a leak adjustment request is being processed, the customer is responsible for payment of the entire amount due or the average monthly payment on their utility bills each month; or the customer should request to enter an agreed-upon payment arrangement. If this does not occur, the customer is subject to all current and applicable collection activities and termination of service processes for delinquent account.**

Signature: \_\_\_\_\_

I understand that I am responsible for paying all costs of collection of unpaid bills. The City of Lake City has the right pursuant to the South Carolina Setoff Debt Collection Act to collect any sum due and owed by me through the setoff debt of my state income tax refund. If the City of Lake City chooses to pursue debts owed by me through the Setoff Debt Collection Act, I agree to pay all fees and costs incurred through the setoff process, including fees charged by the Department of Revenue, the Municipal Association of South Carolina, and/or the City of Lake City. If the City of Lake City chooses to pursue debts in a manner other than setoff, I agree to pay the costs and fees associated with the selected manner as well.

By Signing this agreement, I understand that I am agreeing to all the terms and conditions listed above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **For Office Use Only**

Account No: \_\_\_\_\_

Work Order No: \_\_\_\_\_

Account Type:

☐ Residential

☐ Municipal

☐ Commercial

☐ Other

☐ Industrial

Account Location:

☐ Inside City Limits

☐ Outside City Limits

Tap Installation:

☐ Water

☒ **Sewer**

☐ Water & Sewer

Total Cost: \_\_\_\_\_

Sanitation:

☐ No Charge

☐ Roll Cart(s) # \_\_\_\_\_

☐ Recycling Cart(s) # \_\_\_\_\_

☐ Dumpster(s) # \_\_\_\_\_

Special Project: ☐ Yes

☐ No

If yes, type of project: \_\_\_\_\_

City Representative: \_\_\_\_\_ Date: \_\_\_\_\_