



APPLICATION FOR UTILITY SERVICE

YOU WILL NEED A RENT RECEIPT, LEASE AGREEMENT, OR PROOF OF HOME OWNERSHIP
Driver's License or Photo ID Check One: Own Rent Business

I. Applicant Information

Date

First Middle Last

Service Address (actual service location)

Mailing Address (if different from Service)

Last 4 digits of Social Security Number Date of Birth Driver's License Number / State of Issue

Best Contact Number Alternate Contact Number Maiden Name if Applicable

Applicant is responsible for keeping an updated telephone number on account.

Place of Employment Phone Number

Email Address - Would you like to sign up for paperless billing? (Circle One) Yes No

II. Spouse / Roommate(s) Information

First Middle Last

Last 4 digits of Social Security Number Date of Birth Driver's License Number / State of Issue

Best Contact Number Alternate Contact Number Maiden Name if Applicable

Place of Employment Phone Number

Email Address

III. Prior Service Information

Have any of the parties, listed above, had utility service with the City of Henderson Yes No

If so, please list the last two service addresses:

1.

2.

Would you like to set your account up on automatic bank draft? Yes No

This will require you to fill out a separate form with your routing and bank account number.

IV. Agreement

I, the undersigned applicant(s), hereby make application to the City of Henderson, the utility supplier, for utility services at the service address listed above.

As witnessed by applicant's initials, I/We have read and understood the following Terms of Service and requirements which are subject to the current City Ordinances and the Utility Department policies and practices:

_____ Applicant must pay, at the time of application, the following fees and deposits for each utility service requested:

Service Fee: A non-refundable service fee of \$50.00.

Deposits are required for renters, leasing, and businesses. Homeowners that are turned off for Nonpayment will be required to pay deposits.

Water Deposit: A refundable deposit of \$75.00.

Natural Gas: .A refundable deposit of \$125.00 for residential gas service

Natural Gas: A refundable deposit of \$250.00 for commercial gas service

Deposits are refundable when utility service is terminated and final bill is paid in full.

- _____ Applicant(s) understands access to gas and water meters must be available at all times
- _____ Applicant(s) understands he/she will be billed once per month for the previous month utility usage.
- _____ Applicant(s) understands he/she will be required to pay a 10% fee for payment(s) received after the grace period.
- _____ Applicant(s) understands he/she is solely responsible for making a timely utility payment(s). The Henderson Utility Department utilizes the United States Postal Service for bill delivery. However, the Utility Department cannot guarantee the performance of the United States Postal Service. Utility customers can view their bills on line, call 731-506-1331 to obtain their balance, or call the Henderson Utility Dept for bill information. **Not receiving a bill will not wave late fees nor stop discontinuance of service for non-payment.**
- _____ Applicant(s) understands his/her utility service will be discontinued for non-payment as specified by the Henderson Utility Department policy and City Ordinance. Per City Code 18-113, the city shall not be liable for any damages resulting from discontinuance of utility services.
- _____ Applicant(s) understands he/she will be required to post deposits and reconnect fees if utility service is discontinued for non-payment. These fees and deposits must be paid prior to restoration of utility service at the Henderson Utility Department main office located at 121 Crook Avenue, Henderson between the hours of 7:AM to 3:30 PM, Monday through Friday, except City of Henderson specified holidays. The Henderson Utility Department will not be able to restore discontinued service during non-operational hours. An after-hours service charge of \$50 will apply and be due and payable prior to re-establishing utility service for service reconnections taken after 3:30 pm.
- _____ Applicant(s) understand this application shall constitute an agreement between applicant(s) and the Henderson Utility Department upon the terms herein set forth, along with any applicable City Ordinance, policy, or practice and shall remain in force until notification, **in writing**, is received by applicant(s) for utility service termination **(A request for discontinuation of service form is required).**
- _____ Applicant(s) understands, in the event of a joint application that each applicant shall be jointly and severally liable for any and all obligations that may exist or arise from this service address/account.
- _____ Applicant(s) understands all utility service charges from previous accounts, by all applicants, must be paid prior to establishing new utility service. Undiscovered and outstanding utility service charges from prior utility account(s), from all applicants, not discovered at the time of application will be added to the new account.
- _____ In the event of default, Applicant(s) agrees to pay all costs incurred to collect my unpaid account; including, but not limited to, attorney fees, court costs and collection agency fees on my unpaid balance.
- _____ **Applicant(s) understands he/she is responsible for keeping an updated telephone number on account.**

_____ Applicant's Signature

Date: _____

_____ Applicant's Signature

Date: _____

It is the policy of the City of Henderson and the Henderson Utility Department not to discriminate on the basis of race, color, national origin, age, sex or disability in its practices, programs, services or activities.