

RESIDENTIAL APPLICATION FOR WATER AND/OR SEWER SERVICE FOR WEST JACKSON COUNTY UTILITY DISTRICT

1. **“The applicant agrees to follow the guidelines set forth by the State Department of Health regarding onsite wastewater disposal.”** The applicant agrees to pay all water and/or sewer charges in accordance with the current WJCUD ordinances. The applicant agrees to pay all legal and/or collection fees accrued during collection of any delinquent bill due to WJCUD. **The applicant agrees to pay the prevailing deposit. Homeowners may elect to sign up for bank draft and have their deposit waived provided they remain on draft with no drafts being returned for any reason.** The deposit is non-interest bearing. In the event that any charge is not paid, the applicant understands that the applicant’s sewer and/or water service will be terminated until such payment is remitted along with the current deposit amount and disconnect processing fees.
2. Upon discontinuance of service, the deposit will be used to offset any unpaid balance of the water/sewer bill and the remaining portion of the deposit will be mailed to the customer supplied forwarding address.
3. **The applicant understands that any and all equipment installed by WJCUD on the applicant’s property belongs to the WJCUD and further understands that no tampering of any kind with the said equipment will be permitted. ALL WJCUD Water and Sewer services and connections MUST BE FREE of all obstructions (including landscape) within a 5’ radius.** Tampering with any WJCUD equipment is punishable under WJCUD Ordinances and/or Mississippi State Law.
4. The applicant understands that only **one** residence may be served under this contract and that no additional residence or unit will be permitted to obtain water and/or service through his lines without the express written consent of WJCUD.
5. The applicant understands that the sewer line connecting his residence to the grinder station, or the gravity sewer line from the residence to the property line, or the water line from the residence to the water meter is the property of the applicant, therefore any damage or repairs to these lines are the responsibility of the applicant. WJCUD retains the right to inspect said lines and require any repairs that may be necessary to prevent leakage into or out of the water or sewer system. The applicant agrees to give ingress/egress of his property to the WJCUD for the express purpose of repair, inspection, and maintenance of the water/sewer system.
6. New water/sewer services will be turned on during normal business hours only.
7. All complaints against charges must be submitted to the WJCUD prior to the due date shown on the bill or WJCUD will assume that all charges are correct and collect the amount shown on said bill.

West Jackson County Utility District is an equal opportunity employer and provider.

Applicant Name: _____ Co-Applicant: _____

Service Address: _____ Mailing Address: _____

Zip Code: _____ - _____ (_____) Zip Code: _____ - _____ (_____) _____

Home Telephone: _____ Work Telephone: _____

Driver’s License No: _____ State Issued: _____ Driver’s License No: _____ State Issued: _____

Social _____ DOB _____ Social _____ DOB _____

Email address _____ Email address _____

Do you: _____ Rent _____ Own _____ Move in date: _____

If you rent:

Owner’s Name: _____ Owner’s Telephone Number: _____

I have read and agree to the terms and conditions of this contract. I further agree to abide by and follow the Water Use, Sewer Use, and User Charge Ordinances where applicable.

Applicant Signature: _____ Date: _____ Printed Name: _____

Co-Applicant Signature: _____ Date: _____ Printed Name: _____

For Office Use Only

Cycle 1 (North of the interstate) Cycle 2 (South of the interstate)

Cycle 1 Bills on last day of month for period 1st to last day of month, due 15th, drafts 15th **OR** nearest business day.
Cycle 2 Bills on 15th of month for period 16th to 15th, due last day of month, drafts last **business day**

CSR: _____ Application Date: _____ New Account #: _____ Cycle: _____

Circle Svc Type:

Water & Sewer Deposit Amt: _____ Payment Type: MO CA CC CK # _____

Water Only Or Bank Draft - complete back of this form.

Sewer Only _____ Water Code _____

RECEIPT #: _____ Work Order#: _____ Sewer Code _____

WEST JACKSON COUNTY UTILITY DISTRICT

**7312 ROSE FARM ROAD
PO BOX 1230
OCEAN SPRINGS, MS 39566
(228) 872-3898**

AUTOMATIC BANK DRAFT ENROLLMENT FORM

NOTE: READ THIS PORTION VERY CAREFULLY!!!

We are pleased to offer **FREE** automatic draft for payment of your utility bills. **Homeowners** will be eligible to have their required deposit waived if they set up bank draft at the time of their application for service.

The current utility deposit amount will become due immediately to avoid service interruption PLUS ALL FEES if any draft is returned for any reason or if customer calls to cancel their draft.

Customer Signature: _____

Customer Name: _____

Service Address: _____

Telephone Number: _____

Bank Name: _____

Routing # _____ Account # _____ Checking or Savings
(Circle Account Type)

Draft will start on your first billing cycle.
Cycle 1 will draft on the 15th of the month ^{OR} **NEAREST business day**, Cycle 2 on the **last BUSINESS** day of the month.
PAYMENT MUST BE MADE 5 BUSINESS DAYS PRIOR TO BANK DRAFT DATE TO AVOID DRAFT OUT OF YOUR ACCT.
Please attach a voided check to ensure proper set up of your bank account information. Thank you for your business.

_____ Date Received: _____
Customer Signature CSR Initials: _____

IMPORTANT NOTICE:

I understand that it is my responsibility to see that all faucets are turned off when requesting water service from WJCUD. West Jackson County Utility District will not be held liable for damages incurred if a faucet is left open when service is turned on.

SIGNATURE _____

DATE _____

OFFICE USE ONLY

Checklist for Application for Service

- Initial _____
- _____ 1) Customer will need lease or proof of ownership, copy of ID(must match name of applicant). If there are co-applicants both IDs must be copied and both must sign application.
 - _____ 2) Check address to make sure we service. See if water and sewer or one service only and charge deposit accordingly.
 - _____ 3) Have customer complete application. Once completed, search for balances owed by customer or other parties on lease. If balance owed, clear balance before continuing.
 - _____ 4) Review all fields on application and make sure bank draft information is complete or deposit is paid. Make copies of ID(s) and deposit receipt. Make copies of application to give to customer.
 - _____ 5) If previous tenant is not inactive, please change status to pending, click on deposit tab, print the deposit forfeiture and complete all pertinent information. Make sure you update any changes to account. Go to old account and copy account and increase account number by one and create work log to turn service on.