



City of Calera  
7901 Highway 31  
Calera, Alabama 35040

Residential Utility Service Application   
Commercial Application

Acct # \_\_\_\_\_

**A Valid US Driver's License or Approved Picture ID and a Social Security Number or Federal Tax ID Number is required to establish Utility Service "This institution is an equal opportunity provider."  
You may email this application and all supporting documents to [servicerequest@calera.org](mailto:servicerequest@calera.org)**

Responsible Party 1: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Responsible Party 2: \_\_\_\_\_ New Service Date: \_\_\_\_\_

Email Address: \_\_\_\_\_ **Responsible Party 1:** **Responsible Party 2:**

Mailing Address: \_\_\_\_\_ DL# \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ SS# \_\_\_\_\_

Service Address: \_\_\_\_\_ Work# \_\_\_\_\_

City: \_\_\_\_\_ State: Alabama Zip Code: \_\_\_\_\_ Cell# \_\_\_\_\_

Federal Tax ID Number: \_\_\_\_\_ DOB \_\_\_\_\_

**Metered Services Requested:**

- Water  Irrigation Meter  Gas  Trash Service (Inside City Limits Only)

**Please select one: (All applicants will pay a \$25.00 non-refundable New Service Connection Fee)**

- Purchasing **(Must provide a copy of the Warranty Deed)**  
Deposits and Non-Refundable New Service Connection Fee: \$25.00 and Gas Deposit \$10.00
- Renting / Leasing – Residential Property **(Must provide a copy of the current and valid lease)**  
Deposits and Non-Refundable New Service Connection Fee: \$25.00 Water Deposit \$100.00 Gas Deposit \$200.00
- Renting / Leasing – Commercial Property **(Must provide a copy of the current and valid lease)**  
Deposits and Non-Refundable New Service Connection Fee: \$25.00 Water Deposit \$100.00 Gas Deposit \$150.00

**If Renting / Leasing, please complete this section:**

Property Owner \_\_\_\_\_ Phone \_\_\_\_\_  
Owner Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Management Company Name: \_\_\_\_\_ Phone \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**Bank Draft and Mailing Information:**

- Provided Voided Check for Bank Draft  Yes  No
- Email your bill  Yes, if you select yes, a bill will not be delivered by U.S. Mail  No
- Have you previously had service on our water system?  Yes  No

For Office Staff Only: Documents Provided:  Warranty Deed  Driver's License  Lease  Scan to Folder  Emailed Service Order



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**Trash Service Information for Residents Inside City Limits:**

Garbage Pickup Day: \_\_\_\_\_ Contact Public Works (6:00am-2:30pm) for questions concerning garbage services or debris pickup at 205-668-3511 or you may email public works [tbush@calera.org](mailto:tbush@calera.org)

**Account Due Date - Payment Arrangements - Billing Information:**

Bills are due by the 25<sup>th</sup> of each month. All payment arrangements must be made prior to the due date which is the 25<sup>th</sup> of each month. **Applicants are only allowed six payment arrangements per year.**

Active accounts are billed monthly for all applicable services available. Minimum charges apply even if services are not used.

I hereby authorize the individual(s) listed below to discuss any account information on file with the City of Calera. This includes account balances, due dates, service orders, etc.

Name: \_\_\_\_\_ DL# \_\_\_\_\_  
Name: \_\_\_\_\_ DL# \_\_\_\_\_

I, the undersigned and above-named applicant, hereby understand that it is my responsibility to make the City of Calera aware of any changes to the following items: Contact information (phone, mailing, email address)

I, the undersigned and above-named applicant, hereby understand that I am required to final my service once I move, or another applicant takes over the account. Should you not finalize your services you are still responsible for any balances that accrue on the account. (Do not depend on the new applicant to place service in their name.)

I, the undersigned and above-named applicant, hereby understand that tampering with meters is a violation and is subject to immediate disconnection, prosecution, and reimbursement to the City of Calera for all expenses incurred along with a \$1,000.00 Tampering Fee.

I, the undersigned and above-named applicant, hereby understand that the City of Calera will place a lock on the meter if services have been disconnected. Cutting the lock is a violation and is subject to immediate disconnection, prosecution, and the account will be issued a cut lock fee of \$250.00.

I, the undersigned and above-named applicant, hereby understand that if I owe a delinquent account, it will be turned over to Holloway Collections and further understand and agree in order for my account to be serviced by Holloway that its agents may contact me by telephone, or any telephone number associated with my account. I understand that the calling method may include auto dialer and prerecorded voicemail which may result in charges to my phone. I understand that you may also contact me by sending a text message or email using any email address that I provide to use.

Responsible Party 1 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Responsible Party 2 Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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**TERMS AND CONDITIONS**

I, the undersigned and above-named applicant, hereby request to be supplied with utility services by the undersigned City of Calera, Alabama, for the purpose shown herein and none other. I agree to pay for the services as billed and to comply with the rules and regulations of the City of Calera, Alabama.

I further agree that:

- (1) The City of Calera shall retain title to all meters and other property furnished by it; and
- (2) I shall be responsible for the safekeeping of all property of the City of Calera placed on the premises where I receive service: and
- (3) I shall guarantee free right of ingress and egress by the City of Calera employees to meters and other property of the City of Calera located on the said premises without obstructions (i.e., shrubs, decks, porches, parked vehicles, restrained animals, fences, etc.); and
- (4) I shall not adjoin a supplementary water service to a new or existing water meter on the City's system; and
- (5) The City of Calera shall not be liable for damages because of interruption of service, and I agree to indemnify the City of Calera against liability, loss, or damage by reason of fires, accidents or any other cause due to or alleged to be due to the installation of service, and I further agree to notify the City of Calera in writing one week (7 days) prior to vacating said premises or discontinuance of service for any reason; and
- (6) A late penalty of 10% of the current water, sewer, gas, and garbage fees will be added on the delinquent date printed on the utility bill.
- (7) Discontinuance of service or referred to as Cut Off Procedures, will be as follows:
  - a.) Any amount past due in excess of \$75.00 shall be cut off on the 3<sup>rd</sup> Tuesday of the month; and
  - b.) Cut offs and reconnections will be performed on the 3<sup>rd</sup> Tuesday between the hours of 7:00 am and 5:00 pm and on Monday, Wednesday, Thursday, and Friday between 8:00 am and 2:00 pm; and
  - c.) An administrative fee of \$50.00 will be charged to reinstate service; and
  - d.) The delinquent amount due in the account must be paid in full plus the administrative fees before the service will be reinstated. Payments must be made by MC or Visa, cash, or money order only, no checks; and
  - e.) Meter Readers will not collect payments in the field, no exceptions; and
  - f.) A meter reader must disconnect all accounts with a disconnect service order.
- (8) The undersigned agrees to be liable for, pay, or reimburse the City of Calera for all costs and expenses, including, but not limited to, reasonable attorney's fees, incurred by the City of Calera in collecting or attempting to collect any sum due by the undersigned to the City of Calera.
- (9) The City of Calera shall have the right to discontinue service without further notice in case of the applicant's failure to comply with this agreement or any part thereof; I agree that any unpaid balances on established account for services rendered will be paid promptly at time service is discontinued.
- (10) You agree, in order for us to service your account or to collect any amounts you may owe, we may contact you by telephone at any telephone number associated with your account, including wireless telephone numbers, which could result in charges to you. We may also contact you by sending text messages or emails, using any email address you provide to us. Methods of contact may include using pre-recorded or artificial voice messages and/or the use of an automatic dialing device, as applicable.
- (11) Failure to receive a bill does not exempt penalties or service interruption. Minimum charges apply even if services are not used.
- (12) Tampering with meters is a violation and is subject to immediate disconnections, prosecution, and reimbursement to the City of Calera for all expenses incurred and the tampering fee of \$1,000.00.

Responsible Party 1 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Responsible Party 2 Signature: \_\_\_\_\_ Date: \_\_\_\_\_