

READ _____
DATE _____

**CITY OF INVERNESS
APPLICATION FOR UTILITY SERVICES**

Trash Day _____

OWNER/TENANT INFORMATION

| | | |
|---|------|--------------------|
| Name (First, Middle, Last) | | SSN/Tax ID |
| Driver License #/State | | Date of Birth |
| Co-Applicant Name (First, Middle, Last) | | SSN/Tax ID |
| Driver License #/State | | Date of Birth |
| Telephone | Cell | E-mail |
| Service Location | | Property Owner Y N |
| Mailing Address | | |
| City | | State ZIP |
| Service Start Date | | |
| Emergency Contact Name | | Telephone |

LANDLORD INFORMATION

| | | |
|------------------|-----|-----------|
| Landlord Name | | |
| Landlord Address | | |
| City | | State ZIP |
| Telephone | Fax | E-mail |

Acknowledgement and Release of Liability

In consideration for the City of Inverness turning on water services at my service address at the above address I hereby release the City, its officers, employees and agents from any and all liabilities, claims, damages, injuries, judgments, demands, and expenses, including court costs and attorney's fees that may arise out of or in connection with turning on water service. I am aware of the risks, which include, but are not limited to, damage to or loss of personal property due to water damage from leaks within my service location during periods that my service location is unoccupied.

SIGNATURES

| | | | |
|--------------------------|-------------------|--------------------------------|--|
| Applicant: Date: | | Co-Applicant: Date: | |
| Date Applied | Received by | | |
| Acct # | Deposit Amount \$ | Utility Online Exchange | |
| CID # | Turn On Fee \$ | Report # | |
| Prior Account # | App Fee \$ | Service Order # | |
| Prior Account Balance \$ | | Rating R Y G W C | |

The City of Inverness will not:

- (a) Sell, lease, loan, trade, or rent your SSN to a third party for any purpose;
- (b) Public post or publicly display your SSN
- (c) Print your SSN on any card required for you to access our services;
- (d) Require you to transmit your SSN over the Internet, unless the connection is secure or your SSN is encrypted; or
- (e) Print your SSN on any materials that are mailed to you, unless State or Federal law requires that number to be on documents mailed to you, or unless we are confirming the accuracy of your SSN.

For questions or complaints about this Statement of Purpose please contact:

The City of Inverness
Customer Service
212 W. Main Street
Inverness, FL 34450
352-726-5016



CITY OF INVERNESS WATER/SEWER CONTRACT

Office Use Only

Account Number _____

Date Received _____

Instructions: Completed forms should be returned to the City of Inverness Finance Department, 212 W. Main Street, Inverness, FL 34450 or faxed to 352-726-5534. Customer Service hours are Monday through Friday from 8 am to 5 pm and a representative may be reached at 352-726-5016.

The undersigned, owner or agent, resident or occupant of the residence or building located at _____, hereby applies for connection of water and/or sewer service to that premises for residential, commercial, or industrial use; to be effective _____; for such water and/or sewer service, I, as owner, agent, resident, or occupant, agree to pay, at the scheduled rates, until and unless notice in writing is given to the City of Inverness that service is to be discontinued, for whatever period of time.

The undersigned agrees to conform to all of the rates, rules and regulations of the City of Inverness for water and/or sewer service that are now or hereafter enforced, and which are made part of this contract including agreement to pay the prescribed charge for any restoration of service.

The undersigned also agrees to pay sewer and water connection fees and sewer and water tap-fees where applicable, and further agrees that all charges for water and/or sewer, as they may become due from time to time, shall be and are hereby made a lien upon the above property, together with the costs of collection, including court costs and a reasonable attorney's fee, so long as such charges remain unpaid, as between the parties to this contract.

Date: _____

Applicant Printed Name

Applicant Signature

Co-Applicant Printed Name

Co-Applicant Signature

Witness – City of Inverness

UTILITY RATES

Prior to water and sewer service connection for all buildings, residential, commercial or industrial, a deposit shall be required from all customers as outlined below. The deposit shall be based on credit information received by accessing credit reporting repositories, credit securing services, fraud detection, and unpaid utility bills and shall be classified as substantial credit risk, minimal credit risk, and no credit risk. Unless the customer is not able to meet exemption requirements from this deposit in accordance with section 22-92 (a) (16). The deposit schedule will be as follows:

Inside City Deposits

1. Owner-occupied-Substantial Credit Risk: Water \$90.00 and Sewer \$135; Minimal Credit Risk: Water \$60.00 and Sewer \$90.00; No Credit Risk: Waive Deposit.
2. Tenant-occupied – Substantial Credit Risk: Water \$120.00 and Sewer \$180.00; Minimal Credit Risk: Water 60.00 and Sewer \$90.00; No Credit Risk: Waive Deposit.
3. Developers/building contractors: \$100.00 – Developers/building contractors are not qualified for waiver of deposits.
4. Property Management Companies – Escrow \$200.00 for all properties under management. Property Management Companies are not qualified for waiver of deposits.
5. Commercial establishments including multiple units under a master meter; service station; drug stores; cafeterias and restaurants; industrial users and any commercial users may be required to pay a deposit which will be the greater of \$150.00 or an estimate of the equivalent of two (2) months' water and sewer charge with such estimate to be determined by the Finance Department

Outside City Deposits

1. Owner-occupied-Substantial Credit Risk: Water \$112.50 and Sewer \$168.75; Minimal Credit Risk: Water \$75.00 and Sewer \$112.50; No Credit Risk: Waive Deposit.
2. Tenant-occupied – Substantial Credit Risk: Water \$150.00 and Sewer \$225.00; Minimal Credit Risk: Water 75.00 and Sewer \$112.50; No Credit Risk: Waive Deposit.
3. Developers/building contractors: \$100.00 – Developers/building contractors are not qualified for waiver of deposits.
4. Property Management Companies – Escrow \$200.00 for all properties under management. Property Management Companies are not qualified for waiver of deposits.

The City will not accept letters of credit in lieu of credit screening an applicant

Administrative Fee:

Each new utility service application shall be charged **\$5.00 for each applicant** requiring credit screening in order to cover the investigation costs of the application.

Turn-on charge:

A twenty dollar (\$20.00) turn-on fee will be charged for turning water on during normal business hours a forty dollar (\$40.00) fee for after business hours, with the exception of new connections and delinquent reinstatements as set forth above. New water connections are those for which a new or used meter is placed for a new consumer.

Availability:

| | | | | | |
|-------|--------------|--------|-------|--------------|---------|
| Water | In City | \$7.83 | Sewer | In City | \$14.61 |
| | Outside City | \$9.78 | | Outside City | \$18.26 |

Usage rate per thousand gallons for 0-10,000:

| | | | | | |
|-------|--------------|--------|-------|--------------|---------|
| Water | In City | \$2.24 | Sewer | In City | \$ 5.19 |
| | Outside City | \$2.81 | | Outside City | \$ 6.48 |

Usage rate per thousand gallons for 10,001- 20,000

| | | | | | |
|-------|--------------|--------|-------|--------------|---------|
| Water | In City | \$2.40 | Sewer | In City | \$ 5.19 |
| | Outside City | \$3.00 | | Outside City | \$ 6.48 |

Usage rate per thousand gallons for 20,001 -30,000:

| | | | | | |
|-------|--------------|--------|-------|--------------|---|
| Water | In City | \$2.61 | Sewer | In City | 0 |
| | Outside City | \$3.26 | | Outside City | 0 |

Usage rate per thousand gallons over 30,000:

| | | | | | |
|-------|--------------|--------|-------|--------------|---|
| Water | In City | \$3.13 | Sewer | In City | 0 |
| | Outside City | \$3.91 | | Outside City | 0 |

*****Sewer Usage caps at 15,000 gal. for residential customers. *****

Payment of Bills and Fees:

- Automatic bill payment available from checking & savings accounts by filing a Direct Debit Form.
- On-line payments can be made via our web site using mycheckfree.com
- Payments may also be placed in drop box in front of Inverness Government Center, 212 W. Main Street, Inverness.

Bills for monthly charges and fees herein mentioned shall be mailed by the City to the consumer on the last regular business day of the month. Said bills shall be due and payable immediately and following mailing to the consumer. **If the bill remains unpaid at the close of the City's business day on the 20th day of the month, the City shall charge a late penalty fee of fifteen dollars (\$15.00) on the twenty-first day of the month.** However, should the twentieth day of the month fall on a Saturday, Sunday, or legal holiday as defined in the Florida Statutes, Section 683.01, or any local holiday declared by the City then, in that event, the consumer shall have until the close of the City's next regular business day to pay said bill without late penalty fee.

Disconnection for non-payment of past due balances:

Consumers who have not paid their bills by the end of the month will have any past due water and/or sewer charges added to the then current charges plus the late penalty fee. **If the past due charges plus the late penalty fee are not paid by the seventh day of the following month, the city shall discontinue the consumer's water service on the next business day.** However, should the 7th fall on a Saturday, Sunday, or legal holiday as declared by the City the consumer shall have until the close of the City's next business day to pay said bill. All consumers who have their water discontinued for the late payment of water and/or sewer charges will be charged a forty dollar (\$40.00) shut-off fee.

Once turned off for non-payment, a consumer's water service shall be reinstated only after full payment of all water and/or sewer charges currently owed along with the late penalty fee and the shut-off fee.

Deposit Refunds:

1. A residential customer who is transferring service from one location within the city to another, whose payment records show that they have not been delinquent in payments for the last twenty-four (24) months; has not paid with a check refused by the bank, has not been disconnected for non-payment for the last twenty-four (24) months; has not tampered with the meter and has not used service in a fraudulent or unauthorized manner for the last thirty-six (36) months.

2. Any owner occupied residential customer of the city water and sewer service who has had no delinquent payments, has not paid with a check refused by the bank, has not been disconnected for non-payment, within the previous twenty-four (24) months; has not tampered with the meter, has not used service in a fraudulent or unauthorized manner within the past thirty-six (36) months shall be entitled to a return of their utility deposit. Deposits returned will be applied to the customer's account.
3. Accounts classified as commercial, developer/contractor, property management developer/contractor, property management or tenant occupied residential are not eligible for deposit refunds prior to termination of service.
4. Upon termination of service the deposit, if not already refunded to the customer's account, shall be credited against the final bill and the balance, if any, shall be returned to the customer in the form of a check.

Additional Deposits:

Notwithstanding the foregoing, if subsequent to the refund of the deposit to the residential customer, the customer shall become delinquent for a period in excess of thirty (30) days; the city may require the customer to pay a new deposit within fifteen (15) days of written notice. If the deposit remains unpaid after fifteen (15) days of notice, the City reserves the right to discontinue service until such deposit is paid in full. Said deposit shall also be subject to refund in accordance with the provisions of this section.

If a customer should be disconnected for non-payment on two or more occasions in any fiscal year (October – September) said customer shall be required to pay an additional \$25.00 deposit for each two occurrences to a maximum deposit of \$300.00 for in-city customers and \$375.00 for outside city customers per service location.

All utility deposits collected by the City pursuant to this chapter will be maintained in a non-interest bearing account. The City will not pay interest on customer deposits.

Returned check fees:

A fee equal to local bank charges should be assessed for all checks and electronic fund transfers returned to the City for insufficient funds to cover costs incurred. **The fee for insufficient checks will be based on the Florida Statute 166.251 with a minimum of twenty five dollars (\$25.00) thirty dollars (\$30.00) if Face Value is greater than \$50-and less than \$300, greater of forty (\$40.00) or 5% if Face Value is more than \$300** will be added to the check.

Termination of contract for service:

An applicant for water or sewer service may terminate his contract for such service at any time by giving notice in writing to the City, and paying all amounts due for services up to the date of receipt of such notice by the City. But in case notice is not given or the bills due for service are not paid, then he shall continue to be liable for water consumed and sewer service rendered thereafter, and for the minimum monthly rate in case no water is consumed or sewer service rendered, even though he may vacate the unit or it may be occupied by other parties who failed to make application for service and sign a contract. The City will not accept any notices as binding unless made in writing. Turn off service fee of twenty dollars (\$20.00) will be added to your final bill. **Persons who give notice either orally in person or by telephone do so at their own risk.**

Leaks in city lines:

If you see a leak in City utility lines, please report it immediately by calling (352) 726-2321. If after normal business hours, on holidays or weekends, please call (352) 601-0888 or (352) 422-1422.

Witness, City of Inverness

Applicant Signature

Date

Date



Date: June 1, 2012

Subject: Collection & Dissemination of Social Security Number Policy and Procedures

The Florida Legislature adopted new requirements relating to the collection and dissemination of Social Security numbers by all agencies in Florida, including cities, under Florida Statute 119.071(5). Effective October 1, 2007, said statute requires that cities adopt a Social Security Number Collection Policy.

The following constitutes the City of Inverness Policy and Procedures as required under Florida Statute 119.071(5):

Section 1. Collection of Social Security numbers by the City of Inverness.

Any individual from whom a Social Security number is requested shall be provided with a printed notice of purpose for collection of Social Security numbers, attached hereto as "Exhibit A" and titled SOCIAL SECURITY NUMBER COLLECTION POLICY NOTICE, as well as a copy of this Policy.

- (a) All appropriate boxes on the Social Security Number Collection Policy Notice must be checked.
- (b) A copy of the Social Security Number Collection Policy Notice will be retained within the department issuing said Notice.

Section 2. Public Records Request of Social Security Numbers by a Commercial Entity.

- (a) Requests for Social Security numbers must be made as outlined under Florida Statute 119.07(5) with the purpose for the collection of Social Security numbers clearly stated.
- (b) Said written notice must include the name of the requesting commercial entity.
- (c) Requests must be forwarded to the City Clerk for handling.
- (d) The City Clerk, on behalf of the City of Inverness, shall, by January 31st of each year, identify all commercial entities that have requested Social Security numbers during the proceeding calendar year, and the specific purpose or purposes stated by each commercial entity regarding its need for Social Security numbers in a report that is filed with the Executive Office of the

Govenor, the President of the Senate and the Speaker of the House of Representatives. If no such disclosure requests were made in the proceeding year the City Clerk shall indicate same on said report.



Frank DiGiovanni, City Manager

EXHIBIT "A"

**CITY OF INVERNESS
SOCIAL SECURITY NUMBER COLLECTION POLICY NOTICE**

You are being provided this written policy for one or more of the purposes checked below per Section 119.07(5), Florida Statutes.

THE CITY OF INVERNESS, FLORIDA, COLLECTS SOCIAL SECURITY NUMBERS FOR THE FOLLOWING PURPOSES:

- Classification of accounts, identification and verification, credit worthiness, billing and payments, data collection, reconciliation, tracking, benefit processing, and tax reporting;
- Employee benefit processing and reporting
- To facilitate collection of debts on past due accounts including utility customers
- To render IRS Form 1099 to persons for whom Federal law requires the City is issue that form
- To conduct credit checks on potential utility customers
- To verify identity
- To conduct background checks on possible vendors, employees or independent contractors
- For the following purposes related to Human Resources Department
 - (a) Applicant Tracking
 - (b) Child Support Enforcement
 - (c) Internal Revenue Service Levies
 - (d) Insurance coverage
 - (e) Payroll deductions
 - (f) Pension and benefits
 - (g) Workers Compensation
 - (h) Verification of employment
 - (i) Unemployment taxes and quarterly reports
 - (j) Collection and remittance of taxes
 - (k) Personnel Identification
 - (l) Family Medical Leave Act
 - (m) General personnel matters

Social Security numbers are also used as a unique numeric identifier and may be used for search purposes. Social Security numbers will not be disseminated to the public except as provided by applicable State of Florida and Federal law as now in effect or as hereafter amended.

The City of Inverness will only use your social security number for the purpose for which it was collected.



City of Inverness

Finance Department
212 West Main Street
Inverness, Florida 34450
finance@Inverness-fl.gov

(352) 726-5016

FAX (352) 726-5534

THIRD PARTY AUTHORIZATION FORM

Section 1: Individual Subject Information

Subject's Name: _____

Subject's Account Number: _____

Subject's Driver's License Number: _____

Subject's Date of Birth: mm/dd/yy: _____

Section 2: Third Party's Information

Name(s) of individual(s) to whom the City of Inverness is authorized to disclose information about the above-named subject:

Subject's Name: _____

Subject's Date of Birth: mm/dd/yy: _____

Additional Name: _____

Company name (if applicable) and address of individuals authorized to receive information about the above-named subject:

I _____, hereby certify that I am the individual named above as the subject of these records. I understand that the knowing and willful request for, or acquisition of, a record pertaining to an individual under false pretenses is a criminal offense under the Privacy Act subject to a \$5000 fine. I hereby authorize the City of Inverness to disclose information in my records regarding my Utility account to the individual(s) named in Section 2.

Signature _____ Date: _____