

COPY DRIVERS LICENSE HERE

**APPLICATION FOR WATER SERVICE**

**(PLEASE PRINT)**

**PLEASE READ:** Before completing this application, contact the CCWA for your new water service pricing and when service can be made available to you. Upon completing and signing this application, return or mail both copies to the CCWA. Your method of payment and a copy of your deed or rental agreement must be included with it. The CCWA will process and return your signed (yellow) copy to you.

**SERVICE USER NAME** \_\_\_\_\_  
(LAST) (FIRST) (MIDDLE INITIAL)

**DRIVER'S LICENSES #** \_\_\_\_\_ **STATE ISSUED BY** \_\_\_\_\_ **SS #** \_\_\_\_\_

**E-MAIL** \_\_\_\_\_ **PHONE #** (\_\_\_\_) \_\_\_\_\_ -- \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_ -- \_\_\_\_\_  
(E-MAIL) (CELL) (HOME)

**EMPLOYER** \_\_\_\_\_ **WORK PHONE** (\_\_\_\_) \_\_\_\_\_ -- \_\_\_\_\_

**\* SERVICE ADDRESS** \_\_\_\_\_  
(water meter location) (STREET/ROAD) (CITY) (STATE) (ZIP)

**\* BILLING ADDRESS** \_\_\_\_\_  
(for above service) (STREET/ROAD) (CITY) (STATE) (ZIP)

**CHECK APPROPRIATE BOX(S). COMPLETE REQUESTED INFORMATION**

**PROPERTY OWNED BY:**  CHECK IF SAME AS SERVICE USER INFORMATION ABOVE. If not complete owner information below

**OWNERS INFORMATION \*\*** \_\_\_\_\_  
(NAME) (STREET/ROAD) (CITY) (STATE) (ZIP)  
(\_\_\_\_) -- (\_\_\_\_) -- (\_\_\_\_) --  
(HOME PHONE #) (CELL #) (E-MAIL)

**NO. (RENTING FROM PROPERTY OWNER ABOVE ONLY)**

**PROPERTY RENTED FROM A REALTOR** \_\_\_\_\_  
(REALTOR BUSINESS NAME) (REALTOR AGENCY'S TELEPHONE #)

If I move, I will notify the Coffee County Water Authority of my moving date as soon as possible. I will be billed for any water used since the last CCWA billing date at my new address for which I will notify the Coffee County Water Authority. I understand and agree that the Coffee County Water Authority is not responsible for repairs beyond the meter setting. I understand that my water availability fee is non-refundable and non-transferable to any second party. I understand it is my responsibility for any damage done to the meter, meter box, electronic parts, and water lines. I understand I will be subject to all rules and regulations of the CCWA, and agree to abide by same.

**Please read other CCWA Policies and Regulation printed on the back of this sheet.**

**APPLICANT'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**CCWA EMPLOYEE SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

CCWA only:  
 Tap Fee Paid \$ \_\_\_\_\_ Water Availability Fee Paid \$ \_\_\_\_\_ Other \_\_\_\_\_ Paid \_\_\_\_\_  
**TOTAL AMOUNT PAID BY:**  Cash \$ \_\_\_\_\_,  Check #. \_\_\_\_\_,  Credit Card XXXX XXXX XXXX \_\_\_\_\_

## CCWA POLICIES AND REGULATIONS

1. CCWA bills are routinely mailed prior to the 1<sup>st</sup> of each month. If you do not receive a bill by the 5<sup>th</sup> of the month, it is your responsibility to contact our office immediately.
2. Payments are due by the 10<sup>th</sup> of each month. No exemptions for holidays and weekends. Accounts not paid in full by the 10<sup>th</sup> will receive a "reminder letter" of late payment. A delinquent charge of \$ 2.50 plus a 10% charge on the entire balance will be added to the amount due. Accounts not paid in full by the 20<sup>th</sup> of each month will result in the Coffee County Water Authority (CCWA) water services being discontinued without further notice. A \$50.00 re-connection fee will be added to the entire balance due. The entire amount due the CCWA must be paid prior to reconnection. Necessary legal action will be taken by the Coffee County Water Authority to collect any/all money owed.
3. After ninety (90) days of discontinued water service or resulting from a locked water meter, any/all CCWA electronic water meter(s) will be pulled or removed from the meter box. A meter set fee will then be required to re-install an electronic meter at/for that water service location.
4. If your meter is locked for non payment, you must remit payment in full to the CCWA office before 4:00 PM for reconnect on that day. We will not reconnect water service after 5:00 PM until the next work day.
5. Customers are required to contact CCWA if **moving** so we may close out your account and mail your final bill to your new **mailing address**.
6. **The unauthorized use of water from CCWA FIRE HYDRANTS or WATER METERS IS STRICTLY PROHIBITED.** *Some examples of this unauthorized water usage are for agriculture, construction, paving etc. Illegally cutting the lock off or tampering with a CCWA electronic water meter in any way will result in the meter being pulled and a \$500 fine imposed prior to re-installation of the water service. Any such wrongful activities will result in serious consequences, including, but not limited to, referral to and pursuit of the matter with the proper authorities as well as equipment replacement, legal costs, and fees. See Alabama code "Title 13A." Criminal Code § 13A-8-23. CCWA reserves all rights and remedies related to any person or entity who commits any wrongful act and will pursue the offending party to the greatest extent authorized by the law. To obtain water legally from CCWA fire hydrants or meters, call the CCWA office at (334) 897-0150.*
7. **Only one (1) resident or household per CCWA water meter will be allowed.** Connecting additional houses, trailers, (etc.) to your meter is illegal and will result in the discontinuation of your water service by the CCWA.
8. The meter service line, water meter box, electronic water meter and the back flow preventer attached to the meter are property of the CCWA. The customer is responsible for any and all damages to these items. Examples: mowers, tractors, vehicles, vanadium etc.
9. The CCWA highly recommend **all customers install a pressure regulating valve**. This is to help prevent higher water pressure supplied by the CCWA from causing you a leak problem. We recommend you install a line pressure regulator to eliminate high pressure problems with ice makers, commodes, water heaters, old pipes etc. Regulators are available at your local hardware store.
10. Customers with major leaks may choose to utilize the CCWA's "one-time" leak adjustment policy. This is a one-time per customer, per meter policy. Call our office for information about this policy.

Policies and Regulation subject to changes and updates. Updated copies may obtained at the CCWA office.

**OFFICE HOURS: MONDAY – FRIDAY – 7:30 - A.M. TO 4:00 P.M. OFFICE PHONE: 334 897-0150**

**Please enclose the top portion of your bill when paying by mail.** Paying at the office, bring your bill to assure proper credit to your account. Use the door drop slot for after hours payment on the 10<sup>th</sup> to avoid late charges.

**Payment methods accepted.** Bank draft, Bank bill pay, Money Order, Cash, and Checks. (No Charge).

**By Credit Card, Office, On-line (coffeecountywater.com), by Phone (334 897-0150), (+ \$ 2.95 MINIMUM CHARGE)**