



APPLICATION FOR WATER & SEWER SERVICE

\* Not valid without proper identification

Office Use Only
Account _____
Employee _____
Date Completed : ____/____/____
Work Order No. _____

Today's Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Service Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ (Date of purchase or date of lease)

Applicant's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

XXX-XX-_____	_____	_____	_____	____/____/____
Last 4 digits of SSN	Driver's License #	State	Expiration Date	Date of Birth

Applicant's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

XXX-XX-_____	_____	_____	_____	____/____/____
Last 4 digits of SSN	Driver's License #	State	Expiration Date	Date of Birth

Service Address: \_\_\_\_\_

Street Address	City	State	Zip Code
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Billing address: \_\_\_\_\_

(If different from above)

Street Address	City	State	Zip Code
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Renter (Provide copy of lease or rental agreement)

- Landlord's Name and Phone: \_\_\_\_\_
- Landlord's Address: \_\_\_\_\_

Street Address	City	State	Zip Code
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Owner:

- Is this property Owner-Occupied?  Yes  No
- Is this property vacant / for sale?  Yes  No
- Is this property Non-Owner Occupied?  Yes  No

\_\_\_\_\_  
Owner's signature

\_\_\_\_\_  
Renter's signature

**GENERAL ORDINANCE NO. 15-09**

All applications for residential water and/or sewer service must be accompanied by a **\$200.00** deposit. When the water service shall be disconnected, the amount, less any amount applied to the payment of charges shall be refunded to the depositor without interest.

The deposit will be applied to the account's final bill, and any credits remaining on the account will be refunded to the account holder. The account holder is responsible for notifying the city in advance of vacating the property and providing a valid mailing address to where any refund checks should be sent.

**\*\*\*\* IMPORTANT LANDLORD INFORMATION \*\*\*\***

The city shall have a continuing lien upon the premises and real estate upon or for which water is used and/or sewer services are supplied. All landlords bear ultimate financial responsibility for any delinquent balances which remain unpaid upon any renter(s) vacating the premises. It is the landlord and tenant's responsibility to notify the city at least five (5) business days prior to the start and stop service dates. The city will not be responsible for the inaccuracy of any billing resulting from the lack of prompt notification.

Return to  
City of Sparta  
Water & Sewer Dept.  
114 W. Jackson St. Sparta, IL 62286