



Water Billing – Finance Department

700 Broad Street
St. Joseph, MI 49085
Phone: 269.983.6324
Fax: 269.985.0347
www.sjcity.com

Water Service Agreement Application

email: water@sjcity.com

THIS IS A CONTRACT, PLEASE READ DOCUMENT CAREFULLY. In accordance with federal regulations, this form must be completed and returned with a copy of a government issued photo id to the above Department by either the property owner or approved tenant requesting water service from the City of St. Joseph. Moving or adding an additional property requires identification to be provided. Please print legibly.

Service Address: _____ Phone Number: _____

Applicant Name: _____ Government issued Photo Id attached?: _____

Email: _____ 2nd Name for Account: _____

Mailing Address if different:

Please choose one of the following options: Property Owner _____ Tenant renting the property _____

How would you like to receive the quarterly bill (chosed one)? Email: _____ USPS: _____

I, the undersigned property owner/tenant hereby apply for water service from the City of St. Joseph, Michigan for the address indicated above and hereby agree to the following terms and conditions:

1. To pay all charges for such water services as fixed from time to time by the Water Services Joint Operating Board.
2. To be bound by the rules, regulations, resolutions and/or ordinances enacted or adopted by the City and the Townships applicable to the water system and Michigan Statute PA 178. Rules are available on website.
 - a. The applicant agrees, that failure to pay the water charges within 45 days of the billing date, or fails to conform to the ordinances and regulations established by the City and the Townships regulating the use of the water system, the City shall have the right to discontinue water service immediately with written Notice of Discontinuation of Water Service (i.e. Shut Off Notice).
 - b. Such notice shall be mailed or delivered to the address on the Application for Water Service and notice shall be deemed effective upon the date affixed to the Notice.
3. Once water service has been discontinued, service will not be reconnected until payment in full of all delinquent charges and reconnection fees have been receipted and/or elimination of the failure to conform with the ordinances and regulations has been accomplished.
4. In the event water service is discontinued, the City shall have the right to charge a water reconnection fee in the amount specified in the City of St. Joseph Fee Schedule. In the case of water remaining off for a period of more than 48 hours due to non-payment, the building shall be considered uninhabitable and will be subject to having the Certificate of Occupancy revoked.
5. The owner of any property or premises connected to the City water system, regardless of whether the water is turned on or off, shall be responsible for the base water fee in addition to all other service fees including sewer and capital improvement charges. Rates/fees are applicable whether or not the services are being used (i.e. seasonal use or sprinkler accounts).
6. In the event two of the applicant's checks are returned to the City for non-sufficient funds (NSF) within a twelve-month period, the applicant shall be required to pay for service in cash for the next twelve-month period.

Applicant Signature: _____ Date: _____

Office Use: **Account Number:** _____ **Cycle:** _____ **Final Date:** _____