



# City of Homestead Application For Utility Service

## APPLICANT INFORMATION

Last Name:		First Name:		SSN:	
Drivers License/State:			Date of Birth:		E-mail:
Employer:			Home/Cell Phone:		Work Phone:

## CO-APPLICANT INFORMATION

Your spouse is **NOT** presumed to be a Co-Applicant. They **MUST** be added and present an I.D. at application time. No information will be shared unless they are on this application.

Last Name, First:		SSN:		Relation:	
Drivers License/ State:			Contact Number:		

## SERVICE LOCATION INFORMATION

<input type="checkbox"/> NEW ACCOUNT		<input type="checkbox"/> TRANSFER ACCOUNT		<input type="checkbox"/> ADDITIONAL ACCOUNT	
<input type="checkbox"/> TEMPORARY ACCOUNT - Temporary/Cleaning service is a courtesy service with a maximum of 30 days offered to owners, realtors and managers of multi-unit dwellings. This service is provided to allow for the cleaning and/or repair of units that have become vacant, prior to re-rental of the unit. The account will be billed a \$25 service charge, all applicable base charges, and consumption charges.					
Service Address:				ZIP Code:	
Mailing Address (If different from Service Address):			City/State:		ZIP Code:
Please provide copy of documents: <input type="checkbox"/> Owner Closing Date: _____  <input type="checkbox"/> Tenant Lease Start Date: _____  <input type="checkbox"/> Realtor  Service Start Date: _____		Services Applied for:  <input type="checkbox"/> Electric  <input type="checkbox"/> Water  <input type="checkbox"/> Solid Waste		Landlord Name:  Landlord Address:  Landlord Phone Number:	
Did you have Homestead utility services previously? If so, under what name?			If transferring, what is the current address?		
What was the prior address?			What date would you like to terminate your current account?		

## FOR OFFICE USE ONLY

Received/ Completed By: _____	<b>Deposits:</b> Electric (EL) \$ _____	<b>Online Utility Exchange:</b>
Date: _____	Water (WA) \$ _____	Report No.: _____
CID: _____	Sewer (SW) \$ _____	Deposit Decision: _____
LID: _____	Connection Fee (EO/ TU) \$ _____	<b>Additional Notes:</b>
Previous LID: _____	Tampering (TE / TW): \$ _____	
	<b>TOTAL: \$ _____</b>	

Notification of Social Security Number Collection and Usage

In compliance with Florida Statutes §119.071 (5), the City of Homestead Customer Services Division collects and uses your Social Security number only for the following purposes in performance of the City’s duties and responsibilities.

Your Social Security number is used for legitimate employment business purposes in compliance with:

- Completing an Application for Residential Utility and Solid Waste Services;
- Completing and processing a credit check to determine the deposit required on an account;

**NOTIFICATION**

Providing a Social Security number is a condition of receiving utility and solid waste services from City of Homestead.

The City may disclose Social Security numbers to another agency or governmental entity if such disclosure is necessary for the receiving agency or entity to perform its duties and responsibilities.

The City may not deny a commercial entity engaged in the performance of a commercial activity access to Social Security numbers, provided the Social Security numbers will be used only in the performance of a commercial activity, and provided the commercial entity makes a written request for the Social Security numbers.

About Your Deposits

The City of Homestead requires that every utility customer pay a deposit upon opening or re-establishing an account with the City to guarantee payment on the account for electric, sewer, water, solid waste services rendered. A deposit is required for every location serviced by the City. Therefore, customers with more than one utility account (i.e., with multiple service locations) are required to provide a deposit for each account. The City pays interest annually on utility deposits. In the case of repeated delinquency or multiple returned checks, the City may also require a customer to redeposit monies (assuming the deposit was already refunded), or increase the amount of the deposit currently on account. The customer will be billed for the deposit or deposit increase, and the next payment received will be applied first toward fulfilling this obligation. A customer pays the deposit with the express understanding and agreement that the City may apply all or any part of the deposit towards any arrearage on the account in satisfaction of the amount owed. Deposits are refunded to the customer under two circumstances:

- 1) Upon establishing a satisfactory payment record with the City, the City will refund the deposit to customer occupying Single-family, Duplex, or Triplex Residential homes provided that the customer has received continuous service for at least 24 months and has not been late in payment more than three times in the preceding 24 months. Further, the customer cannot have had a returned check, been disconnected, tampered with the meter or used service in a fraudulent or unauthorized manner during the preceding 24 month period.
- 2) Upon closing an account the City will refund the deposit less any amount owed to the City. The refund is paid by check and is typically mailed within four (4) to six (6) weeks of the final meter reading on the account. The customer is responsible for providing a forwarding address to the City.

The deposit shall in no way be construed to preclude the City of Homestead from discontinuing any and all utility services to the service location in the event of default on payment of any indebtedness for utilities services rendered to the premises regardless of whether or not the amount of the deposit is sufficient to cover the arrearage amount.

Disconnection Policy

Pursuant to Sections 28-272 and 28-218 of the City of Homestead Code utility services are subject to disconnection after 10 days for non-payment, accrual of 1.5% per month late payment charge and reconnection fees.

**METERED SERVICES CONNECTION POLICY**

**Initial to acknowledge statements below.**

Please be aware that the City’s policy for turning on or reconnecting utility service is within **one business day**. All meter replacements will be completed within **two (2) business days** from the time that full payment has been received. In order for services to be established make sure:

\_\_\_\_\_ All circuit breakers are **off** for electricity.

\_\_\_\_\_ Every water faucet is **closed**.

In order to be completely sure turn off ALL VALVES including those under the sink, behind each toilet, in the tubs, and on the water heater OR you may turn off the MAIN GATE VALVE on the outside of your home.

\_\_\_\_\_ All deposits are paid in full.

In order for your account to be opened, the deposits must be paid in full. Deposits will be applied to the account balance when the account is closed. Any deposit refunds due will be issued within 4-6 weeks after the termination date. If you are applying by fax, please make sure to fax in the completed Credit/Debit Authorization Form.

**AGREEMENT**

I (applicant/ co-applicant) hereby request the City of Homestead to provide utility services at the above service location. I (applicant/ co-applicant) agree to pay all charges for services rendered as a result of this request. I (applicant/ co-applicant) understand and agree that failure to pay any amount due to the City can result in services not being connected/ reconnected until such payment has been received.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_ Co-Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_



**City of Homestead  
Government Issued Identification Form**

IDENTIFICATION FORM

**PLACE COPY OF  
GOVERNMENT ISSUED  
PHOTO ID HERE**



City of Homestead  
Credit Card Authorization Form

City of Homestead  
100 Civic Court  
Homestead, FL 33030  
Office: 305-224-4800  
Fax: 305-224-4839

OFFICE USE ONLY	
CID	_____
LID	_____
CLERK	_____
PROCESSER	_____
CHARGE AMOUNT	_____

All deposits must be paid in full before the service is connected.  
All debit cards will be processed as credit cards.

Name as it appears on Card: \_\_\_\_\_

Requested By: \_\_\_\_\_

Credit Card Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Zip: \_\_\_\_\_ Country: U.S.A.

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

By checking this box you agree to the convenience fee of \$3.85 per transaction charged by Paymentus to be **added** to this payment. Maximum amount per transaction is \$1,000.00.

Payment Amount: \$ \_\_\_\_\_.

Convenience Fee: \$ \_\_\_\_\_.

**Total:** \$ \_\_\_\_\_.

I authorize City of Homestead to charge my credit/ debit card the total amount of \$ \_\_\_\_\_.

Card Holder's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please circle your card type:



**\*Please print clearly**

Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_ / \_\_\_\_

Security Code Number: \_\_\_\_ (CVV2)