



County of Marquette  
 Sawyer Water Department  
 125 G Avenue, Gwinn, MI 49841  
 (906) 346-3137



**UTILITY SERVICE AGREEMENT / APPLICATION**

Applicant Responsible for Utilities \_\_\_\_\_

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

Mailing Address (if different than service address) \_\_\_\_\_

Previous Address \_\_\_\_\_

Driver's License Number \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Owner                      Tenant                      Property Manager                      (please circle one)

If Tenant, Property Owner's Name \_\_\_\_\_

Property Owner Address & Phone # \_\_\_\_\_

If Tenant, lease copy attached?                      Yes \_\_\_\_\_                      No \_\_\_\_\_

Date You Took Possession (received keys) \_\_\_\_\_

**Read Carefully**

I agree to pay the County of Marquette, Sawyer Water Dept. all utility bills and penalties as billed monthly at the rates established. I have paid a deposit in the amount of \$\_\_\_\_\_ (Cash ~ Check ~ Debit/Credit) and agree that in the event of default of payment, my deposit may be credited to my account. I shall be responsible for notifying the Water Dept. of any change in ownership of the premises being serviced. I understand that paying the initial deposit, connection service charge, or any utility bill with non-sufficient fund checks can lead to immediate disconnection without notice. I also agree to have our meters accessible for Water Dept. representatives to read and inspect, and I will allow them to enter the premises at reasonable times to do so. I understand and agree that the utility deposit will be increased for failure to comply. Falsification of this application may result in immediate disconnection of utilities.

Utilities not paid by the due date listed on the bill are considered delinquent and will result in the mailing of a notice that services will be disconnected on the 15<sup>th</sup> day of the month if unpaid. Accounts unpaid by the date and time listed on the notice will be disconnected. To resume service, all customer balances, additional deposit amount, and disconnection service charges must be paid. Delinquent accounts will bear a penalty of 10% until the account is paid in full.

\_\_\_\_\_  
 Applicant Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 County of Marquette Employee Signature (received by)

\_\_\_\_\_  
 Date



**County of Marquette**  
KI SAWYER WATER/WASTEWATER DEPARTMENT  
125 G. Avenue  
Gwinn, MI 49841  
906-346-3137  
Fax: 906-346-3309



**PAPERLESS BILLING**

I/We hereby authorize KI Sawyer Water/Wastewater Department to set up my water/sewer account for paperless billing.

Account Address: \_\_\_\_\_

My e-mail address is: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



# County of Marquette

KI SAWYER WATER/WASTEWATER DEPARTMENT  
125 G. Avenue  
Gwinn, MI 49841  
906-346-3137  
Fax: 906-346-3309



## COUNTY OF MARQUETTE UTILITY BILLING AUTHORIZATION & ENROLLMENT FORM FOR AUTOPAY AUTOMATIC FUNDS TRANSFER

Name \_\_\_\_\_

Phone \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

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

I (we) hereby authorize County of Marquette – KI Sawyer Water Department to automatically withdraw from my account identified below the total amount due on my billing statement. I authorize the Financial Institution named below to accept such transactions initiated by the County of Marquette – KI Sawyer Water Department. The withdrawals shall be made from my account on the ***FIRST*** of each month. I acknowledge and agree that the County's current non-sufficient funds charge as listed in the current fee schedule will be charged in the event that a payment is returned for non-sufficient funds, stopped payment, closed account or, is otherwise uncollectible.

This authorization is to remain in effect until the County of Marquette has received written notification of termination from me at least five business days prior to the first of the month.

Financial Institution Name \_\_\_\_\_

Account Number: \_\_\_\_\_  Checking  Savings

Bank Routing Number: \_\_\_\_\_  
(the first nine numbers encoded on the bottom line of the check or withdrawal slip)

Print Name \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### Attach a VOIDED Check or Savings Withdrawal Slip

Return completed form to:  
County of Marquette  
KI Sawyer Water Department  
125 G. Avenue  
Gwinn, MI 49841

Any questions? Call us at (906)346-3137

Office Use Only: Account Number: _____ Date Entered: _____ Initials: _____
---

## Deposits

- A. The County of Marquette shall require the following deposits for new utility accounts, reconnected accounts, or suspended accounts. This shall be a single deposit for sanitary sewer, water services.
  - 1. Residential Premises.
    - a. \$75.00 base deposit (new utility account).
    - b. \$125.00 base deposit from new account applicants who have a record of delinquent or unpaid utility charges or had their utility service disconnected with the County of Marquette.
    - c. Landlords or developers who have multiple accounts shall pay deposits until reaching a total of \$525.00. This shall be a deposit by the landlord/developer to cover and be applied to units during time periods between termination of one tenant's term and the commencement of another rental term by a new tenant and utility account holder.
  - 2. Commercial Premises.
    - a. \$150.00 base deposit (new utility account).
    - b. A deposit equal to two months average use at the premises from new account applicants who have a record of delinquent or unpaid utility charges with the County of Marquette.
    - c. A deposit equal to three months average use at the premises from those account applicants who previously had any municipal utility service disconnected by the County of Marquette.
- B. Any applicant paying the initial deposit and/or connection service charge with a non-sufficient funds check will be disconnected immediately without notice. A re-connection charge and additional deposit as in A1(b) or 2(b) above will be required to establish service.
- C. Deposits shall not be transferred from one customer account number to another customer account number.
- D. On termination of the account, deposit is applied to the final account balance. Any amount remaining is refunded to the customer.

## Account Applications

- A. Applicants shall provide identification such as driver's license and a social security number, or taxpayer's identification number.
- B. Utility accounts may only be opened or renewed in writing on a County application form. The form must be signed by the applicant.
- C. No changes shall be made to the application and account unless they are made in writing, signed by the customer and approved by the County.
- D. Previous unpaid utility bills must be paid prior to application for utilities.
- E. Renewal of previously closed accounts on which the customer left a deposit on file require an additional deposit to bring the total deposit to amount described above.
- F. Any change in ownership of the premises serviced is the responsibility of parties involved in the transfer of ownership. The County assumes no responsibility for providing notices to the appropriate owner unless the County is notified in writing of property ownership change.

## Monthly Billing Statements

- A. Monthly utility bills shall be sent to the customer address noted on the application unless the application indicates in writing that billing statements are to be sent to a post office box, seasonal address, trust officer, guardian, or individual with legal responsibility for payment of the bill.
- B. All monthly billing statements shall be paid in full or the accounts shall be considered delinquent and subject to disconnect.

## Discontinued Service

- A. A request to discontinue service must be made by the party whose name is on the account, identifying themselves by identification number, social security number or taxpayer ID, or make the request in writing. A request to discontinue service by this party must be made at least two (2) days prior to the proposed date of discontinued service.
- B. When utilities are discontinued at a premises identified as a tenant or rental property, the utility service shall be placed under the account for the owner of record (if on file).

## Landlord/Tenant and Rental Premises

- A. The County shall notify the landlord or premises owner of any unpaid utility charges which could lead to disconnect.
- B. In the event the landlord or premises owner gives written notice to the County, on a form provided by the County, along with a copy of the lease, indicating that lease on the premises served requires the tenant or lessee to be responsible for payment of municipal utility charges, this written notice and lease shall be included in the account file.
- C. Consistent with the revenue bond obligations of the County, a landlord or property owner must have a written lease with the tenant, making the tenant responsible for the municipal utility payments, and file that lease with the County.
- D. A landlord's interim deposit will be charged to landlords who request interim assignment of their rental unit's utility accounts to the landlord's name for a period of time between occupation of rental premises by different tenants. The landlord shall complete an application and agreement for this interim deposit which will remain on file. The landlord shall not be required to complete account applications for the interim period between tenants. The agreement will provide that the landlord agrees to have utilities transferred to the landlord's name and account on notice to the County from the tenant that the tenant has terminated their utility account. Following this notification, meters shall be read and the utilities continued in the landlord's name and account. Only those units specifically identified by street address and unit number at the address and listed by the landlord on the interim account application shall be eligible for this account transfer. On receipt of notice from the tenant that the tenant is vacating the premises and will no longer be responsible for the utility agreement, the County shall be authorized by the landlord's interim agreement to transfer the utility account in the interim period to the landlord's name until discontinued for non-payment, or the landlord notifies the County that the tenant has vacated the premises. In that event, the account will be transferred to the landlord's interim account. If any County utilities are disconnected for non-payment of charges by the landlord, the interim account agreement will be voided, and all collection provisions will then apply. To be eligible for an interim account status, the landlord applicants shall not have a record of any County disconnect for non-payment during the prior two calendar years before the interim account application.

TO: Sawyer Water & Sewer Customers

RE: Policies and Procedures for Water & Sewer Utility

## PROCEDURES

1. Payment is always due on the 3<sup>rd</sup> of the month.
2. If payment is not received by the date due of the 3<sup>rd</sup>, a 10% penalty will be added to the bill. A past due notice will be sent to the customer showing the new amount due with an extended deadline of the 14<sup>th</sup>.
3. If full payment or acceptable payment arrangements are not made by the extended due date of the 14<sup>th</sup>, a shut-off notice will be delivered indicating the date and time of pending disconnection of the service and a \$10.00 fee will be added to the bill.
4. If payment has not been made by the deadline on the shut-off notice, an employee of the Water Department will be sent to disconnect the service.
5. If the service is shut off, the customer is required to pay the amount to make the account current along with a \$50.00 charge for the disconnect visit prior to the service being resumed. An additional deposit may also be required.
6. If the customer presents payment when the Water Department employee arrives to disconnect the service, the \$50 charge for the visit must also be paid at that time to avoid the service disruption.
7. Should a check that was presented for payment on an account be returned from a financial institution, a \$25.00 fee will be added and the customer will have 48 hours to repay the full amount with cash or money order, or the service will be disconnected.

## TAMPERING WITH METERS

1. No person shall remove, circumvent, bypass, tamper with or interfere with the installation, use, operation or maintenance of a water meter nor shall any premises have a water outlet on the water line between the curb-stop and the water meter.
2. Service to any premises shall be immediately disconnected if any meter is found bypassed, tampered with, or illegally connected, and shall not be reconnected until a correct meter and connection is installed and all past due charges, penalties, and reconnection fees and deposits are paid in full

## RIGHT OF ENTRY

A representative of the Water Dept. shall have the right to enter, at reasonable times, any premises served by Sawyer water or sewer for the purposes of inspecting, maintaining, reading, replacing, or calibrating the meter and piping systems. If the premises occupant or owner refuses entry, the occupant or owner shall then be given written notice (notice to one constitutes notice to both) that water services shall be shut off and discontinued if entry is not permitted within 24 hours of such refusal, and shall not be re-established until entry is permitted and all charges, penalties, and reconnection fees are paid in full.

## PENALTY

Any water meter found to have been tampered with, bypassed, having the capability of being circumvented, or with an illegal cross connection present, shall be presumed conclusively to have been in such condition for six months prior to its discovery by the Water Dept. The owner of the premise serviced by a meter which has been bypassed, circumvented or having the capability of being circumvented shall be assessed and charged an amount double the water usage of any comparable premises in six months. This charge shall be billed subsequent to discovery of the bypass or circumvention. For the purposes of this section, a comparable premise in the case of a dwelling house shall be one with equal number of adults and children if said information is available, otherwise the average use for a similar size dwelling should be used. For other types of premises, comparable premises shall be a similar establishment, i.e., a church, office, store, etc. Any residence or structure found in violation of this section shall be subject to immediate utility disconnect, and shall not be reconnected to the utility supply until all bills, penalties, reconnection charges and deposits are paid.

## **Water Saving Tips – For Residential Use**

### Laundry

When doing laundry, always wash full loads.

- Conventional washers built before 2011 typically use about 40 gallons per load; resource-efficient washers may use as little as 15 gallons per load.

### Dishwashing

If washing dishes by hand, fill the sink with water rather than continually running the tap.

- If using a dishwasher – only run with full loads.
- Avoid running water to thaw foods – defrost in refrigerator overnight.

### Faucets

Fix any leaks as soon as you notice even the smallest drip.

- A faucet leaking 60 drops per minute will waste 192 gallons per month.
- Install efficient faucets and/or faucet aerators.
- Turn off the faucet when lathering hands, shaving or brushing teeth.

### Showers

If it takes a long time for the hot water to reach the shower, use it as an opportunity to collect water for other uses, such as watering houseplants.

- Replace showerheads that have a flow rate greater than 2.5 gallons per minute.
  - If the showerhead is not labeled, the flow rate can be checked by catching the water in a 1-gallon bucket. If it takes less than 24 seconds to fill up, the shower head flow rate is more than 2.5 gallons per minute.
- Take shorter showers.
  - Reducing a 10-minute shower to 5-minutes will save 12.5 gallons of water if the showerhead has a flow rate of 2.5 gallons per minute.

### Toilets

Replace toilets installed before 1994.

- Replacing an older toilet that uses 3.50 gallons per flush with a High-Efficiency Toilet (HET) that uses 1.28 gallons per flush will save 2.22 gallons per flush. If a toilet is flushed an average of 6 times per day, that will save 13 gallons per day.

Check toilets to verify they are working properly.

- Make sure the water level is not too high. The fill valve is working properly, and the flapper is not leaking. A running toilet can waste hundreds of gallons per day.
  - A good leak test is to put a couple drops of food coloring into your toilet tank. Let it sit for a while and do not flush. If you notice the color in the bowl of the toilet while just sitting idle, there is a leak.

### Furnace Humidifiers

Check your furnace humidifier (if you have one), occasionally to make sure it's not continuously running water.

~If you are leaving for a number of days, turn the valve off in front of your meter to prevent water leaking or usage while you are gone.

~Check your water bills each month for high water use; this may be an indication of a leak. Or think back to that month to see if you had extra people in your home for a visit or had extra laundry, etc.

NOTE: The bill you receive around the 15th is for water used the previous month. (Example: Water used in January, is billed in February, Due March 3<sup>rd</sup>) Bills are ALWAYS due the third of each month.