

**CUSTOMER CARE DIVISION**

P.O. BOX 147, COLUMBIA, S.C. 29217 PHONE: (803) 545-3300 | FAX:(803) 733-8219

APPLICATION FOR WATER SERVICE CONTRACT☐ I have an existing account (complete section I&III) ☐ I DO NOT have an existing account (complete section II&III)**Section I**

Current Service Address: _____

Disconnect Current Service on
(date) _____

New Service Address: _____

_____ SC _____
City State Zip Code Plus 4

Effective date of new service: _____

Section II

New Service Address: _____

_____ SC _____
City State Zip Code Plus 4

The undersigned hereby applies to the City of Columbia for a water/sewer supply, to be furnished through a meter, for which service the undersigned agrees to pay a monthly rate and minimum charge (whether the minimum volume of water is used or not) as may be established by the City of Columbia in accordance with its ordinances. It is understood and agreed that the applicant will comply with all rate schedules, rules, regulations and ordinances of the City of Columbia in connection with this service; that the City reserves the right at any time without notice to interrupt water service for maintenance, repairs or extensions without any liability to the undersigned or owner of such premises for damages resulting there from; that the undersigned will not receive water from any part of the City water system without a valid permit from the City engineer or without an in-service meter.

It is understood and agreed that at any future time should any part of the property described above become contiguous to the city limits of the City of Columbia, the owner will cause that property to be annexed. In this event, the City of Columbia reserves the right to discontinue service until the above described property is annexed.

The undersigned agrees to notify the City of Columbia when he/she desires to have this service terminated. Water Customer Service shall be allowed five (5) days after the receipt of such notice to take a final reading of the meter and to discontinue service. Your account responsibility does not end until a final reading of the meter is obtained and a bill marked "Final Bill" is mailed. **(You can not terminate an account the same day service is requested)**

The City of Columbia has the right pursuant to the South Carolina Setoff Debt Collection Act to collect any sum due and owed by the applicant through offset of the applicants state income tax refund. If the City of Columbia chooses to pursue debts owed by the applicant through the Setoff Debt Collection Act, the applicant agrees to pay all fees and costs incurred through the setoff process, including fees charges by the Department of Revenue.

Section III***A city representative must speak with the applicant to complete a request for service***

Name: _____

Last Name or Business Name

First Name

Middle
Name

Mailing Address: _____

(if different from
New Service
Address)

_____ City _____ State _____ Zip Code _____ Plus4
Email
Address: _____

Telephone Number: _____

Last Five of SSN: _____

Federal I.D. #(business) _____

Applicant Signature: _____

Date: _____

A \$30.00 NEW ACCOUNT FEE AND \$15.00 SERVICE CHARGE WILL APPLY TO ALL NEW OR TRANSFER SERVICE REQUEST

For Office Use Only

Customer Service Representative Name		Date	
Customer Number	Premise		