



CITY OF SAN ANTONIO

32819 Pennsylvania Avenue
P.O. Box 75
San Antonio, FL 33576

Application for Water Service

Account Number:

Service Start Date:

Owner

Renter

Contractor

Service Address:

Contact Information

Full Name of Applicant:

Billing Address:

City:

State:

ZIP Code:

Email:

Billing Preference (Select One):

Mail

Email

Phone:

H C W

Alternate Phone:

H C W

SSN:

DL Number:

Payment Information

Set up fee: \$20.00

Deposit: \$120.00

Backflow Prevention:

Meter Installation:

Total:

Cash:

Check #

Clerk Signature:

The undersigned agrees to pay an additional charge equal to the cost of collection, including collection agency or attorney's fees and court costs if this account is placed in the hands of an agency or attorney for collection or legal action because of default in payment of any amount due.

Signature of Applicant:

Date:

WATER POLICIES IN THE CITY OF SAN ANTONIO, FLORIDA

1) NEW WATER CUSTOMERS

All new water customers shall be required to fill out a [water application](#) and pay a **\$20** account setup fee and a **\$120** deposit. The deposit shall be returned to the property owner after 24 months of timely payment history, and in the case of renters returned after 48 months of timely payment history. Or in both cases, at the termination of water service, less any outstanding account balance.

2) TERMS OF PAYMENT

- a) Water bills are normally sent out by the last day of each month. The City is not responsible for any bills lost, misdelivered, or delivered late by the U.S. Postal service. If your bill has not been delivered in a timely fashion, call City Hall at 353-588-2127 to ask for your balance.
- b) All bills for water service shall be due and payable by the fifteenth (15th) day of the month (or if City Hall is closed on the 15th, the next business day) following the month in which the water is used. All water bills not paid in full by the twentieth (20th) of the calendar month in which such water bill is due and payable shall render the user liable to have his/her water service interrupted without notice.

3) PAYMENTS, DELIQUENCIES, SHUT OFF and RECONNECT POLICIES

Payments may be made during normal office hours at City Hall (32819 Pennsylvania Ave.), by mail (PO Box 75, San Antonio, 33576), or by using the mail slot on the door under the City Hall sign at any time of day or night.

- a) A late fee of **\$5** (or 5% if water bill is over \$100) may be incurred on any account that does not post a payment by the due date stated on the water bill.
- b) A **\$20** fee will be incurred on any returned checks.
- c) If service is shut off because of payment delinquency, a **\$45** reconnect fee will be charged, and monies may be drawn from the customer's deposit to recover unpaid bills. Reconnects carried out after hours shall be charged an additional \$80.
- d) For water service to be reinstated **full payment** of the delinquent balance must be made, and the water deposit balance, if drawn against, must return to **\$120**.

4) TRANSITIONAL ACCOUNTS FOR RENTAL PROPERTY OWNERS

For property owners/leasing agents that rent out property in which their tenants are billed for water usage by the City directly, a transitional account must be set up by the landlord for each water connect that is billed by the City. Owners/Leasing Agents must pay a one-time **\$10** set up fee per water connect. In between renters the transitional account shall be deemed active, and any water usage occurring during that time shall be paid for by of the owner/leasing agent.

5) TAMPERING WITH WATER METERS

Tampering with water meters is prohibited by City Code, and is a misdemeanor which carries a fine of up to **\$500**. Offenders will also be billed for all expenses incurred in making repairs to the water system created by tampering.

revised 4/2021

Print Name: _____

Date: _____

Signature: _____