



Application for Utility Account

Property Folio # _____

(This number can be found on the BCPA.net website)

Pursuant to Part II, Chapter 70, of the City of North Lauderdale’s (“City”) City Code (“Code,”) water, sewer and stormwater utility account shall be established **only in the name of the property owner. A certified letter or power of attorney is required by the owner appointing a designee to the property as applicable.**

Required Documents

Residential Accounts:

Proof of Ownership

- ___ Settlement Statement/QCD
- ___ Warranty Deed
- ___ Drivers License
- ___ Social Security Number or Tax ID Number

Other Documents

- ___ Two contact phone numbers
- ___ Deposit (table below)
- ___ Application (attached)
- ___ AFT (attached)

Commercial Accounts:

Proof of Ownership and Other Documents

- ___ Settlement Statement
- ___ Warranty Deed
- ___ Drivers License
- ___ Tax ID Number
- ___ Current N.L. business tax receipt
- ___ Two contact phone numbers
- ___ Deposit (table below)
- ___ Application (attached)
- ___ AFT (attached)

Hydrant Meter Account:

- ___ Permits
 - ___ Drivers License
 - ___ Tax ID Number
 - ___ Application (attached)
 - ___ AFT (if needed attached)
 - ___ Meter Size _____
- (CSR to confirm meter size required)

Security Deposit Amount Requirements

(CSR Circle One)

5/8" – 3/4" = \$200.00	1" = \$360.00	1 1/2" = \$720.00
2" = \$1,500.00	3" = \$3,000.00	4" = \$4,800.00
6" = \$7,500.00	Hydrant Meter = \$1,500.00	

A connection fee of \$25.00 is required on all accounts.



Application for Utility Account (continued)

Owner Name: _____

Service Address: _____
Street Address/Unit Number

Mailing Address: _____
Street Address/Unit Number

City/State, Providence, Country/Zip or Other Postal Code

Telephone: Primary: _____ Secondary: _____
Circle one: Work/Home/Cell Work/Home/Cell

Email Address: _____

E-bill Option: ___ Yes ___ No

The email address listed above will be used in order to send your e-bill unless otherwise listed here: _____

You will not receive a copy of the bill in the mail upon accepting the e-bill option.

Base charges are applied to all Utility accounts regardless of water consumption for any particular period. Water shut off or disconnection of services under any circumstances does not remove the responsibility to pay any charges applied to the account.

The owner will be held responsible for all outstanding balances on the property.

Utility deposits are applied to the final bill once the account is closed. Any amounts to be refunded will be processed within 8 to 10 weeks of the account closing date.



Application for Utility Account (continued)

I hereby request that the City of North Lauderdale supply water and sewer services at the above premises. I agree to pay for all charges promptly each period, at the rate or rates therefore established by the City of North Lauderdale and abide by the rules and regulations for water and sewer service established by the City of North Lauderdale. (Ordinances and other information are available for viewing on the City's website at www.nlauderdale.org). Water service shall be discontinued by the City if payment has not been received as mandated by the City of North Lauderdale.

Print Name: _____

Signature: _____ **Date:** _____



Secondary Mailing Information

Utility accounts are in the name of the property owner.

Secondary mailing is for information purposes only and will expire 12 months after the date on this form below. A copy of the utility bill will be sent to the address listed on this form. This information does not eliminate owner responsibility for **any** charges, fees, outstanding balances accumulated or back billed on the account.

Name: _____

Mailing Address: _____

Street Address/Unit Number

City/State, Providence, Country/Zip or Other Postal Code

Telephone: Primary: _____ Secondary: _____

Circle one: Work/Home/Cell

Work/Home/Cell

Email Address: _____

E-bill Option elect: ___ Yes ___ No

(You will **NOT** receive a copy of the bill in the mail if you elect **YES** to the e-bill option.)

The email address listed above will be used in order to send your e-bill unless otherwise listed here: _____

Please initial each item below:

___ I authorize the secondary mailing named above to make payment arrangements on balances that are past due in accordance to the city ordinance. I understand that all outstanding balances are the responsibility of the property owner.

___ I understand that this information will expire 12 months from the date below and it is the responsibility of the property owner to update this information on an annual basis.

Property Owner Authorization (copy of ID required)

Print Name: _____

Signature: _____ Date: _____



Automatic Funds Transfer (AFT) Authorization Form

I do hereby authorize the City of North Lauderdale to automatically withdraw funds monthly for payment of my utility bill from the bank account indicated below. The withdrawal will occur approximately on the due date shown on my utility bill. This authorization shall remain in effect until the City of North Lauderdale receives written notification from me terminating this authorization for Automatic Funds Transfer. I have the right to discontinue participation in the AFT program by notifying the Utility Customer Service Office in writing at least 7 days prior to the due date of the payment. I understand that I remain responsible for the timely payment of my bill by the due date. I also understand that both the Financial Institution and the City of North Lauderdale reserves the right to terminate this payment plan or my participation at any time. A fee will be charged by the City of North Lauderdale for all transactions resulting in dishonored payments in addition there may also be fees from your Financial Institution for dishonored payments. I further understand the City of North Lauderdale cannot reverse amounts already deducted from my account. I am responsible for notifying Utility Billing at least 15 days prior to the bill due date if I believe there is an error in the billed amount.

New Account **Stop Account** **Change Account**

Utility Account Number: _____

Utility Account Name: _____

Service Address: _____

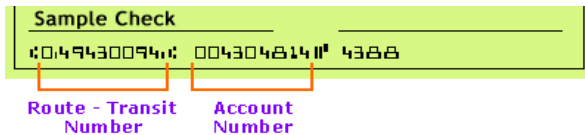
Contact Phone Number: _____

Financial Institution: _____

Name on Account: _____

Routing Number: _____

Account Number: _____



Note: You MUST attach a VOID pre-printed check or account withdraw form

Print Name: _____

Signature: _____ **Date:** _____



Frequently Asked Questions Regarding AFT

What is AFT? You can now pay your water bill without writing a check . . .With AFT, you'll save time, save postage costs and eliminate writing checks. Your bill payment will be made automatically by a direct debit to your bank account.

Will I still get a utility bill each month? Yes, each month we will send you a bill or e-bill if enrolled. On the bottom of all the bills that are included in the AFT program is a reminder "**Bank Draft – Do Not Pay**".

How long will it take to process my application? The time will vary between 30-45 days. You should continue to pay all bills that do not have the reminder "Bank Draft – Do Not Pay" on the bottom of the bill.

What happens if I feel I have been over-billed? You may contact the City in writing or call the Utility Billing Department at 954-722-3800 prior to 15 days of the bill date; the AFT can be delayed. However, misuse of this privilege may lead to removal from the bank drafting program.

When will the money be withdrawn from my bank account? The funds will be debited from your bank account on your bill due date.

What happens if I do not have the funds in my account when the City charges it? The draft will be viewed by the City as a check payment and will be processed as if you paid with an NSF/dishonored check. A service fee (as listed below) or 5% of the draft amount, whichever is larger, will be billed to your account. Additionally, should you have two returned items within a year, you may be removed from the AFT process and become a cash only account.

NSF/Dishonored Fee Schedule is as follows:

If face value does not exceed \$50 = \$25 dollar fee

If face value is more than \$50 but does not exceed \$300 = \$30 dollar fee

If face value is more than \$300 = \$40 dollar fee or 5% of the draft amount, whichever is larger.

What happens if I change banks? If you change banks, you will need to notify us in writing and complete a new automatic funds transfer (AFT) application form with the new bank information within 5 business days of the AFT date. Any late fees, bank fees, or administrative fees will be the responsibility of the owner if updated information is received less than 5 business days of the AFT date and/or a draft is already in progress.

Can I cancel bank drafting? You can discontinue automatic funds transfer (AFT) by notifying the City in writing and completing a new automatic funds transfer (AFT) application in such a manner to afford the City no less than 5 business days prior to that AFT date. Any late fees, bank fees, or administrative fees will be the responsibility of the owner if updated information is received less than 5 business days of the AFT date and/or a draft is already in progress.

How do I enroll? Complete the Automatic Funds Transfer (AFT) Authorization Form and, attach a void pre-printed check or withdraw form. Any changes to any portion of the account must be made in person at: City of North Lauderdale–701 SW 71 Avenue, North Lauderdale, FL 33068-2395 (954) 722-3800