



# Town of Collierville

Utility Billing Department  
500 Poplar View Pkwy  
Collierville, TN 38017

Effective Date \_\_\_\_\_  
utilities@colliervilletn.gov  
Phone (901) 457-2240  
Fax (901) 457-2227

## Owner Account Reconnect Program for Water • Sewer • Refuse

COPY OF APPLICANT’S DRIVER’S LICENSE AND A NON-REFUNDABLE FEE OF \$125.00 IS REQUIRED FOR EACH ADDRESS.

APPLICANT LAST NAME	FIRST	M.I.	HOME PHONE #	CELL PHONE #
MAILING ADDRESS			CITY, STATE, ZIP	
SOCIAL SECURITY NUMBER <sup>1</sup>       -	DRIVER’S LICENSE NUMBER	STATE	DATE OF BIRTH	
PLACE OF EMPLOYMENT			WORK PHONE #	
ADDRESS			POSITION OR TITLE	
<p>This application is a request for the Town of Collierville Utility Billing Department to place my rental property on the Owner’s Reconnect Program. I understand at the time a tenant orders service disconnected, the meter will automatically be read and service will continue in my name and I will be responsible for any consumption going through the meter. I also understand it is my responsibility to order a service disconnect and verify each new tenant establishes service in their name. Under this agreement, the utilities will not revert back to the owner account in the case of a tenant’s service being cut off for delinquent payment unless vacancy has been verified and communicated to the Utility Billing Department by the owner.</p> <p>Participation in this program will result in no service connect fees after the initial establishment fee. To be exempt from future connect fees between tenants, an existing owner account must have been established for each address and applicable service fee paid.</p> <p>Notice to have an address deleted from the owner’s reconnect program must be submitted in writing. If a bill is not paid while in your name, it may result in the bill being transferred to your existing residential account or any active account in the same name. Future participation in the reconnect program may be refused for past due utility bills at the rental addresses.</p>				
RENTAL PROPERTY ADDRESSES TO BE PLACED ON OWNER’S RECONNECT PROGRAM (ATTACH ADDITIONAL PAGES IF NECESSARY)				
ADDRESS			ACCT #	
ADDRESS			ACCT #	
ADDRESS			ACCT #	
ADDRESS			ACCT #	
ADDRESS			ACCT #	

The undersigned hereby makes application of utility service(s) and agrees to pay for said service(s) as measured by Town of Collierville Public Utilities metering devices in accordance with the applicable rates and charges as specified in the Town’s rate schedule for above address and any other location that may be incurred as a result of a request to transfer the account until the Town of Collierville receives a written request to discontinue the services, or service is discontinued due to failure to comply to this agreement. The customer agrees to allow right of access to Town of Collierville Public Utilities agents on the customer’s premises at all reasonable times and for necessary purposes. I/we assume responsibility for service beginning from connection date until the Town of Collierville is notified in writing of cancellation of service and that all billings rendered by said company shall be due and payable on or before the gross date shown. If payment is not received by the gross date a second bill will be mailed containing a cutoff notice stating if the bill is not paid within ten days of its mailing, service will be discontinued for nonpayment. Failure to receive a bill does not release a customer from payment obligations. Billing disputes not resolved by the Utility Billing Department have the right to a hearing whereby you may be represented in person or by another person of your choosing. Billing disputes, complaints and/or contentions must be presented in writing to the Finance Director. The customer shall pay all collection expenses or attorney fees due to default or failure to perform the obligations incurred as set forth in this agreement. It is agreed by the customer and the Town that this contract shall apply to the above referenced rental property addresses. Information submitted to the Town of Collierville in this service agreement is correct and true to the best of my knowledge and belief.

APPLICANT’S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

APPLICANT’S EMAIL \_\_\_\_\_

JOINT APPLICANT’S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

TOWN APPROVAL \_\_\_\_\_ DATE \_\_\_\_\_

<sup>1</sup>Providing your Social Security number is not required; however, not providing a Social Security number requires a deposit. The Town of Collierville Public Utilities uses Social Security numbers to verify credit records and to collect delinquent payments.