



**CITY OF FORT BRAGG
FORT BRAGG WATER WORKS**

416 N FRANKLIN STREET

FORT BRAGG, CA 95437

PHONE: (707) 961-2825 FAX: (707) 961-2913 E-Mail: water@fortbraggca.gov

REQUEST FOR WATER/SEWER SERVICES

SERVICE ADDRESS: _____ CONNECTION DATE: _____

Please select one of the following:

☐ RENTER/TENANT ☐ PROPERTY OWNER ☐ PROPERTY MANAGEMENT

NAME: _____

BUSINESS NAME: _____
(IF APPLICABLE)

MAILING ADDRESS: _____

CITY/ STATE/ZIP: _____

TELEPHONE: (____) _____ (____) _____
HOME CELL

DRIVERS LICENSE # _____ DATE OF BIRTH: _____

EMAIL ADDRESS: _____

REQUIRED TO ESTABLISH SERVICE:

**Tenants must provide a lease/rental agreement, photo ID and deposit.
(Residential Deposit = \$200. Commercial Deposit = To Be Calculated by Finance Dept.)**

Owners must provide proof of ownership (Grant Deed) and photo ID.

Property Management companies must provide a property management agreement.

A deposit of \$200.00 is required for all non owner occupied single family residences at the time of connection. Fort Bragg Municipal Code section 14.04.155A states in part that: "the amount of the cash deposit to establish credit for water service shall be no more than twice the amount of the estimated average periodic bill and the deposit for commercial accounts shall be at the discretion of the director of finance". All deposits are refunded upon termination of water service by the consumer. Deposit balances will only be refunded to the account holder.

Customer agrees to pay all utility charges in a timely manner. Charges for service are due and payable upon receipt and become delinquent after 20 days. Bills are past due if left unpaid at the close of business on the date printed on the front of the invoice. Unpaid accounts are subject to a 5% penalty and will be mailed a delinquent notice.

In the event of non-payment, utility service will be terminated. Customer will be required to pay a reconnection charge of \$50.00 in addition to the full account balance before service is restored.

The City of Fort Bragg offers ACH direct debit payments from your checking, savings account, or credit card. Please ask for information on Xpress Bill Pay.

The City of Fort Bragg offers online bill pay, if interested please visit city.fortbragg.com and click on the Bill Pay button to get started.

FOR FINANCE DEPT. USE ONLY

CUSTOMER # _____

DEPOSIT AMT. _____

CASH ___ CHECK # _____

CREDIT CARD _____

RECEIPT # _____

**TRANSFER DEPOSIT FROM
CUSTOMER NUMBER:**

TO CUSTOMER NUMBER:

Verifications

Lease/Rental Agreement: _____
(initial)

Ownership: _____
(initial)

Identification: _____
(initial)

Property Mgmt Agmt: _____
(initial)

Signature _____

Date _____