

LEAKESVILLE APPLICATION FOR WATER SERVICE

(Please print clearly)

Mailing address:

- 1. Name: _____
- 2. Street: _____
- 3. City, state, zip: _____
- 4. Telephone# _____
- 5. License# _____
- 6. Social security# _____
- 7. Email address: _____

Location where service will be provided?

Are you married? Y / N

Spouse name _____

Have you or your spouse ever had water service with the town of Leakesville? Y / N

If so, when? _____

Have you ever had water service in Greene county Y / N

If yes, where? _____

1) Is this a current meter at this location? Y / N

2) Are you renting this residence? Y / N

A) please provide a copy of the lease, rental, lease to purchase agreement, etc.

B) deposits for rental properties are \$200.00. \$100 due upon the signing up this application and the remainder must be paid within 30 days.

3) Is this service to a mobile home? Y / N

(please answer the following questions if you answered yes to question number 3.)

A) do you own this mobile home?

a. Y / N

B) do you own the land where the mobile home is located on?

a. Y / N

C) Who are you renting this mobile home from (landlord)?

D) Is this mobile home in the town limits.

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- a. Y / N
- b. if yes, please ask the clerk for additional information required to place a trailer in the town limits

I hereby certify that all information given on this application for the purpose of securing water service with the town of Leakesville and determining the deposit and tap fee's due and also to certify identity is all true and correct.

Date _____

Signature of applicant

(FOR OFFICE USE ONLY)

TOTAL DEPOSIT REQUIRED: _____

DEPOSIT AMOUNT PAID (1 OF 2): _____ **DATE** _____

RECEIPT# (1 OF 2): _____

DEPOSIT AMOUNT PAID (2 OF 2): _____ **DATE** _____

RECEIPT# (2 OF 2): _____

WATER TAP AMOUNT PAID: _____ **DATE** _____

RECEIPT# _____

SEWER TAP AMOUNT PAID: _____ **DATE** _____

RECEIPT# _____

EMPLOYEE INITITALS: _____

Water and Sewer User Agreement

This Customer agrees to grant the Town of Leakesville, or its successors and assigns a perpetual easement in, over, and under and upon the above-described land with the right to erect, construct, install, and lay, and thereafter use, operate, inspect, repair, maintain, replace, and remove water pipelines and appurtenant facilities, together with the right to utilize adjoining lands belonging to the Customer for the purpose of ingress to and egress from above-described land.

The Customer shall install and maintain at the Customer's expense a service line, which shall begin at the meter or sewer grinder station and extend to the dwelling or place of use. The service line shall connect to the Town's water meter or sewer grinder station. If there is a sewer grinder station, the customer shall provide and allow electricity access to the sewer grinder station.

The Customer also agrees to be fully responsible for the service line from the meter or grinder station to the home including the installation of an approved back-flow device if required.

The Customer agrees to comply with and be bound by the Articles, Bylaws, Rules and Regulations of the Town, now in force or as hereafter duly and legally supplemented, amended, or changed. The Customer also agrees to pay for water at such rates. Time and place shall be determined by the Town, and agrees to the imposition of such penalties for noncompliance as are now set out in the Town's Bylaws and Rules and Regulations, or which would include all water and sewer connection fees.

The Customer agrees to pay the Town all necessary deposits, and in the event the Town, for cause, terminates service to the Customer, either voluntarily by the Customer request, the deposit shall be held and applied by the Town to any unpaid balance then owing on service to the Customer's account. Should the account be fully paid at the time of termination of service to the Customer, the deposit shall be refunded by the Town within a reasonable time thereafter.

The Customer agrees to pay the Town of Leakesville specified water and sewer rates that will not exceed one and one half the time the amount that is charged to citizens that reside within the Town Limits. This is the maximum limit that is allowed by the Mississippi Public Service Commission, whose jurisdiction the Town is under.

The Town shall have final authority in any question of location of any service line connection to its water and sewer main lines. The Town shall determine the allocation of water to the Customers in the event of a water shortage; and may shut water or sewer services off to a Customer who allows a connection or extension to be made off of the Customer's service line for the purpose of supplying water to another user. In the event the total water supply shall be insufficient to meet all of the needs of the Customers, or in the event there is a shortage of water, the Town may pro-rate the water available among the various Customers on such basis as deemed equitable by the Mayor and Board of Aldermen. The Town may also prescribe a schedule of hours covering use of water for agricultural purposes; provided that, if at any time the total water supply shall be insufficient to meet all the needs of all the Customers for domestic purposes before supplying any water for livestock purposes and must satisfy all needs of all the Customers for domestic and livestock purposes before supplying any water for agricultural purposes.

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The Customer agrees that no other present or future source of water or sewer will be connected to any water lines or sewer lines served by the Town’s water or sewer lines and will disconnect from the present water supply prior to connecting to and switching to the Town’s system, and shall eliminate their present or future cross-connections in the Customer’s systems.

The Customer shall connect the service lines to the Town’s water meter or sewer lines and shall commence to use water from the system the date water or sewer is made available, to the Customer by the Town. Water or sewer charges to the Customer shall commence on the date service is made available, and when the Customer connects to the system.

In the event the Customer shall breach this contract by refusing or failing without just cause, to connect a service line to the Town’s distribution system as set forth above, the Customer agrees to pay the town a lump sum of \$150.00 as liquidated damages and all related costs of collections. It is expressly understood and agreed by parties hereto, that the said amount is agreed upon as liquidation damages in that the breach by the Customer in either of the respect set forth above would be difficult, if not impossible, to prove the amount of such damages. The parties hereto have computed, estimated, and agreed upon said sum in an attempt to make a reasonable forecast of probable actual loss of the difficulty estimating with exactness the resulting damages.

The Customer shall receive a copy of the Town of Leakesville Water Department FAQ at the time of this agreement.

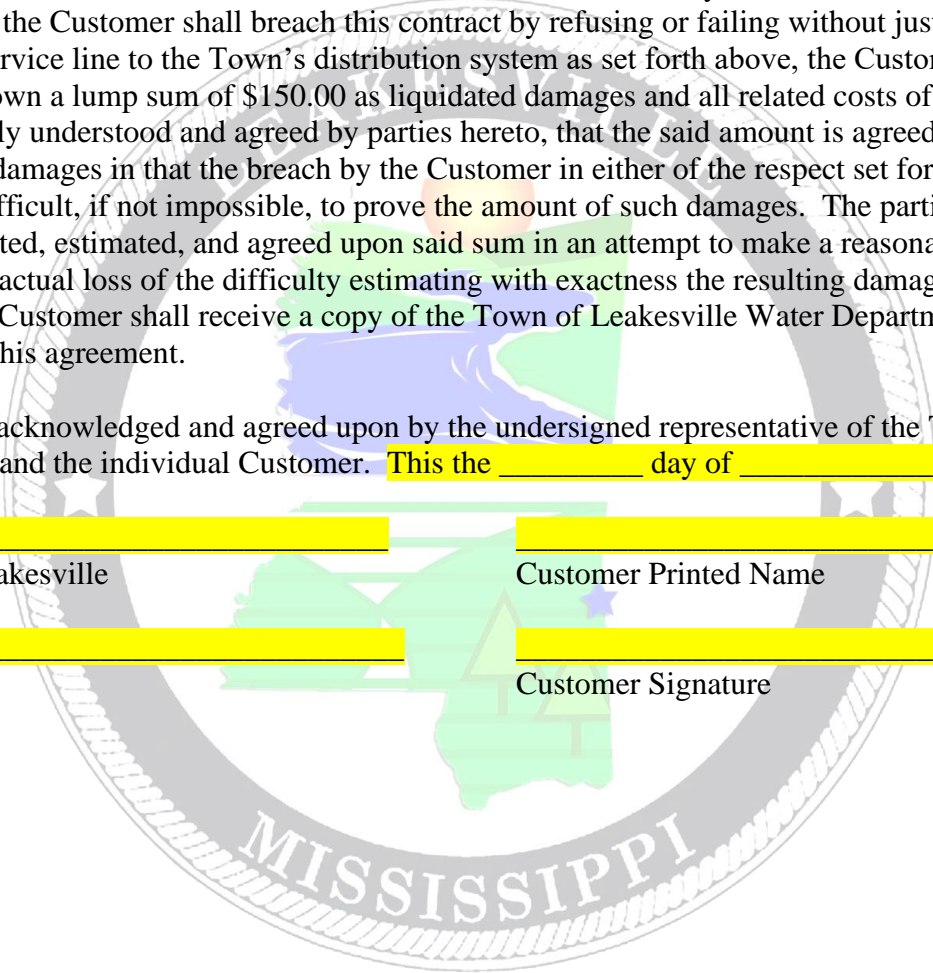
It is hereby acknowledged and agreed upon by the undersigned representative of the Town of Leakesville and the individual Customer. This the _____ day of _____, 20_____.

Town of Leakesville

Customer Printed Name

Signed

Customer Signature



Water Policy Acknowledgement Form

I, _____, understand that by signing this form I acknowledge that I have received a copy of the Town of Leakesville 2016 Water Policy. If I have any questions or comments I can call the Town Hall 601-394-2383.

Signature

_____, 20____
Date



Office Use Only:

Account Number: _____

Initials: _____

Comments: _____

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DESCRIPTION OF WORK: _____

NAME: _____

ADDRESS: _____

ACCOUNT # _____

METER # _____

TURN ON DATE: _____

COMMENTS: _____

OFFICE SIGNATURE: _____

DATE: _____



TURN ON READING: _____

COMMENTS: _____

SIGNATURE: _____

DATE: _____

Town of Leakesville Water Policy

Late Charge and Disconnections

Late charges are applied on the 15th of each month. If the 15th falls on a weekend or a holiday, the late charges will be applied on the following business day after the US Mail (noon, 12pm). If your account has a balance of more than \$10.00D, your account will have a late charge assessed in the amount of \$10.00. Disconnects are on the 25th of each month. If your bill is in excess of \$40.00 you will be disconnected. All disconnects require a \$35 fee to be reconnected. If the 25th falls on a weekend or a holiday, disconnects will be done the following day after the US Mail, (noon, 12pm). Any connection or reconnection requests made before or after business hours (8am-4:30pm), will require an after-hours fee of \$40, in addition to any connection or reconnection fees.

If your payment is not at the office by 4:30pm on the 15th your account will have late charges applied the following day. If your payment is not at the office by 4:30 on the 24th, your water service will be disconnected the following day. The Town of Leakesville cannot be held responsible for lost or slow mail. Payments are posted by receipt date, not the date written or printed on a check or money order.

Pool discounts

The Town offers a discount for homeowners with pools. You are allowed an adjustment on the sewer portion of your bill, on water used to fill and maintain a pool, twice a year. An employee of the Town must have access to the pool to determine the volume of the pool to verify the amount requested. The account holder must sign a waiver to allow a Town Employee to access the property and provide a time they are available to provide access.

Return Check Policy

If a check or bank draft is returned to the Town, a return check fee of \$40.00 will be required. The original amount of the check and the return check fee must be paid within 48 hours, after you have been notified. The Town will not be held responsible if you cannot be contacted because of incorrect or missing information on your account. The customer is required to notify the Town if their mailing address or phone number changes. If your account balance exceeds \$40.00 after the return check has been added back to your account (after the 48 hour period), you will be disconnected. You will be required to pay the past due amount, check fee, and a reconnect fee.

Meter Accessibility

The customer is responsible for making the Town's water meter accessible to the Town at all times. The meter box and surrounding area shall be free of excess foliage and/or debris. In circumstances where the water meter is not accessible to the Town, the Town will deliver a written notice to the customer requesting that access be made available within five (5) business days. The Customer is responsible for making the Town's water meter accessible to the Town within the time required by such notice. Failure to observe these time limits is considered fraudulent use of service, and will entitle the Town to relocate and/or discontinue water service. In circumstances where the meter box or surrounding area has excess foliage and/or debris, the Town will deliver a written notice to the customer requesting the meter box and surrounding area

be free of excess foliage and/or debris within five (5) business days. The Customer is responsible for clearing the meter box and surrounding area from excess debris and foliage within the time required by such notice. Failure to observe these time limits will entitle the Town to clear the area around the meter box. The property owner will be charged the actual cost incurred by the Town to clear the area around the meter box. Water meter boxes are the property of the Town. Any damage to the water meter box must be repaired and is the responsibility of the account holder.

Re-Read and Meter Replacement Policy

A water meter re-read is defined as any water meter reading that occurs outside of the routine water meter reading schedule (cycle) for that meter. The customer may make a written request for a meter to be re-read for the purpose of verifying billing accuracy. The Town will re-read the meter within 48 business hours of receiving the request. If the reading on the bill is found to be in error, the Town will adjust the account to reflect the correct meter read information. If the reading on the bill is found to be accurate, the customer will be assessed a meter re-read fee of \$15.00. *Each customer account may receive one meter re-read per calendar year with no meter re-read fee assessed.*

Request for Meter Test

The customer may make a written request for a meter to be tested for the purpose of verifying the meter register accuracy for measuring volume of water passing through the meter. The Town will test the accuracy of a meter within seven (7) business days of receiving the request. The meter will be tested in the condition as found prior to any alteration or adjustment. The Town will use current meter test procedures and standards for determining meter accuracy. The customer may witness the meter test when reasonable. If the meter test results reveal that the meter is registering more water than the actual quantities passing through the meter, and the amount exceeds the allowable standard of 101.5% accuracy, then the Town will credit the account in the amount overcharged up to but not exceeding one (1) year before the error was identified. If the meter test results reveal that the meter is not registering more water than the actual quantities passing through the meter, and does not exceed the allowable standard of 101.5% accuracy, the customer will be assessed a meter test fee of \$15.00. The meter test fee can only be waived one (1) time per calendar year. The Town will provide a report showing the results of the meter test to the customer within 15 days after the completion of the test.

Request for Meter Replacement.

A customer may request a meter replacement if they are not satisfied with the reread or meter accuracy test. All meter replacement requests must be approved by the Board of Aldermen. Meters are only replaced after the monthly meter readings are completed. If a customer's usage continues to be out of the ordinary, they will be responsible for paying a meter replacement fee of \$35.00. If, however, a new meter corrects the issue, the Board can issue an adjustment.

Frequently asked questions

1. What is my billing cycle?

Example. You get your bill in May. You are paying for usage from March 15th to April 15th. We have to have time to read meters, check for errors, print, and mail all the bills.

2. I am on bank draft, when does the money come out of my bank account.

Bank drafts are submitted to the bank the 12th of each month, unless it is on a weekend or holiday, then it falls to the next business day.

3. When is my bill payment due?

All bills are due upon receipt of the bill. You have until the 15th of each month to pay your bill to avoid late charges. **If you have not received a bill by the end of the first week of the month, please call us immediately.** If the 15th falls on a weekend or holiday, you have until the next business day at noon. Disconnection will be performed on the 25th of each month. These are accounts that have a current balance and are past due. We are not responsible if your current contact information is out of date. All dates are clearly marked on the bill you receive at the beginning of each month, as well as the disconnection notice, which is in red. If you have any questions, please feel free call us to discuss your bill. (601)-394-2383.

4. I am moving, what do I need to do?

Before you move, you will need to come to Town Hall and sign a “final” sheet. This allows us to finalize your account. After it has been processed, you will receive any deposit that remains on the account, **if you have left an accurate forwarding address.**

5. Why is my bill so large?

There can be many answers to this question. First, check all of your outside faucets and water meter. Next, check your inside water connections sinks, toilets, etc. A small constant leak can add up to a large amount of lost water. Error; There could have been an error reading your meter. Request a re-read. Did you pay late, not pay enough, or at all. You could have a balance left over from the previous month.

6. How can I pay my bill?

There are many ways to pay your bill. We accept cash, checks, money orders, debit and credit cards in Town Hall. We also allow you to pay online at <https://msezpay.com/>. After hours, we have a night deposit box directly in front of the Leakesville Library. This box is checked daily. You can mail your payments directly to us at 301-A Lafayette Avenue, 39451. Please make sure you mail your payments early enough to avoid the 15th monthly deadline. We also have bank drafts available, which are automatic payments submitted to your bank on the 12th of each month (or the next business day depending on weekend or holidays).

7. I have another question not covered above.

Feel free to call us (601-394-2383) or come in and see us at Town Hall, between the hours of 8am and 4:30pm Monday thru Friday*. You can submit email questions to LeakesvilleMS@Gmail.com. You can also reach us by fax at 601-394-2414. Contacting employees via their personal social media is prohibited. Business hours are clearly posted.

*Except on Holidays, Bad Weather closings, etc.

Avoid Drain Pain - Don't Flush These Things

Just because the package says flushable doesn't mean it's true. Many items marketed as disposable and/or flushable do not degrade like toilet paper, and they wind up clogging pipes, tangling pumps and causing messy sewer backups into streets, businesses and homes. Our sewers are designed to dispose of very specific things. Using your toilet for disposal of many modern products can result in blockages. The drains that connect your home to the main sewer are only big enough to carry water, toilet paper and human waste. Sewer pipes are often no wider than 3 inches.

What Not to Flush

- Diapers - cloth, disposable, flushable
- Facial tissues
- Baby wipes, disinfectant wipes, moist wipes, etc.
- Toilet bowl scrub pads
- Swiffers
- Napkins - paper or cloth, paper towels
- Dental floss
- Egg shells, nutshells and coffee grounds
- Fats, oils, and greases*
- Food items containing seeds and peelings
- Hair
- Sanitary napkins, tampons, condoms or any non-organic material
- Vitamins, medicines or other pharmaceuticals
- Wash cloths, towels, rags (any cloth item)
- Clothing
- Sheet plastic or plastic of any kind

What should be flushed?

Just toilet paper and human waste.

What about wet wipes?

If you must use a "wet wipe" product rather than just toilet paper, dispose of them in the garbage, not down the toilet. While packaging on some "flushable wipes" says the product will disintegrate like toilet paper, that generally is not accurate and these items can cause messy sewage backups into your home or neighbors' homes, local businesses or the street. If you are concerned about odors, try a lined garbage can with a well-fitting lid, a "diaper genie" style of container, wrap your wipes in pet waste bags or reused plastic grocery bags, or perhaps look into installing an after-market bidet on your toilet.

The Flushability Test:

Take two bowls of water. Place toilet paper in one, and place the item in question in the other. Swish both items in the water. Wait an hour, and then swish again. The toilet paper should have significantly disintegrated by then, while the other item (for example, facial tissue, wipes, napkins, etc.) will likely remain intact. Unless the item disintegrates at the rate of toilet paper, it should be placed in the garbage and not down the toilet. Otherwise, you risk a blockage in your

own pipes as well as clogging a pump station and causing a sewage backup for other homes and businesses.

***Not Down the Drain - Grease Goes in the Garbage**

Proper disposal of your cooking oil and other greases and fats may save you from a sewage backup in your home. Grease clogs cause about 40 percent of sewer blockages in Town.

These items contribute to blockages and backups:

- Butter and margarine
- Cooking oil
- Food scraps with grease, butter or oil
- Lard
- Meat fat, grease and juices
- Sauces that include grease, butter or oil
- Shortening

Take these simple steps to stop clogs at home:

- Pour cooking oils and grease in a container and dispose of it in the garbage.
- Place meat and greasy food scraps in your garbage, not down the garbage disposal.
- Wipe pots and dishes with a used paper towel or napkin to remove grease.
- Clean your garbage disposal with this earth-friendly recipe.
- Most importantly: grease goes in the garbage, not in your sink.

*Originally found on the City of Tacoma, Washington's website.

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Current Rates

INSIDE TOWN LIMITS:

RESIDENTIAL CUSTOMERS:

WATER	FIRST 0-3,000 GALLONS	\$13.00
	ALL OVER 3,000 GALLONS	\$6.00 PER 1,000 GALLONS
SEWER	A FIXED FEE OF \$11.00 PLUS \$2.50 PER 1,000 GALLONS OF WATER	

COMMERCIAL CUSTOMERS:

WATER	FIRST 3,000 GALLONS	\$14.00
	ALL OVER 3,000 GALLONS	\$6.00 PER 1000 GALLONS
SEWER	FIXED FEE OF \$12.00 PLUS \$2.50 PER 1000 GALLONS OF WATER	

OUTSIDE TOWN LIMITS:

RESIDENTIAL CUSTOMERS

WATER	FIRST 3,000 GALLONS	\$23.00
	ALL OVER 3,000 GALLONS	\$8.00 PER 1,000 GALLONS
SEWER	A FIXED FEE OF \$19.00 PLUS \$4.00 PER 1,000 GALLONS OF WATER	

COMMERCIAL CUSTOMERS:

WATER	FIRST 3,000 GALLONS	\$23.00
	ALL OVER 3,000 GALLONS	\$8.00 PER 1000 GALLONS
SEWER	FIXED FEE OF \$20.00 PLUS \$4.00 PER 1000 GALLONS OF WATER	

WATER SYSTEM SALES

FIRST 400,000 GALLONS	\$10.00 PER 1,000 GALLONS
ALL OVER 400,000 GALLONS	\$10.40 PER 1,000 GALLONS

GARBAGE RATES:

RESIDENTIAL	\$17.50
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