City of San Luis
Billing and Collections Department
1090 E Union Street - San Luis, AZ 85349
Phone (928) 341-8570 Email: billing@sanluisaz.gov

Service Application Contract - Commercial (Tenant)

Business Name: _____

Federal Tax ID Number: _____ Business Phone Number: _____

City of San Luis Business License Number: _____ Email: _____

Name of authorized party: _____ Phone Number: _____
Last First M.I

Service Address: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Account Type: ☐ All services ☐ Water Only Service Start Date: _____

Owner/Landlord/Property Manager Information

Name: _____ Phone: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Customer Acknowledgement
Please read and initial

_____ An update of name to the contract will have a $40.00 charge except for updating mailing address.

_____ Bills are generated and delivered within the first week of the month and are due on the 28th of each month. As result any payments received after the 28th will have a penalty charge of 10% of water consumption.

_____ Failure to receive a utility bill or notice will not excuse account holder from full and timely payment for services provided.

_____ If a Water Service Disconnection Noticed must be produced, a $10.00 fee will be added to the account to defray the cost of producing and deliviering the notice.

_____ If past due balance is not paid by the shut-off date, a $40.00 fee will be assessed to the account.

_____ Water meters shall only be re-opened by an authorized city employee. Unauthorized reactivation of water services will result in a meter tampering fee of $200.00 charged to the account.

_____ It is the customer's responsibility to submit a Service Cancellation Form once services are no longer needed.

_____ The City may elect to assign any and all utility accounts considered delinquent with unpaid charges, fees, or assessments to a collection agency.

_____ _____
Applicant Signature Date Co-Applicant Signature Date

Office Use Only

Account Number: _____
Meter Number: _____
Subdivision Name: _____
Lot Number: _____
Work Order Number: _____

Establishment Fee:	
Garbage Surcharge:	
Deposit:	
Other:	
TOTAL:	$ 0.00

_____ _____
City Employee Date