



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 - Residential (Tenant)**

Name: \_\_\_\_\_  
Last Name First Name M.I

Social Security V \_\_\_\_\_ Driver's License or ID V \_\_\_\_\_ State: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Co-Applicant: \_\_\_\_\_  
Last Name First Name M.I

Social Security V \_\_\_\_\_ Driver's License or ID V \_\_\_\_\_ State: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

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:	
<b>TOTAL:</b>	

\_\_\_\_\_  
 City Employee

\_\_\_\_\_  
 Date