Rental Service Address:

New Tenant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address: Your Account number**: TBD**

City/State: Zip Code: Phone Number: **( ) -**

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **(required for auto pay)**

**\*Please notify PBHMD immediately of any contact information changes\***

All residents are required to read, understand and follow the district’s rules and regulations (R&R) of the district (pbhmd.org). The items listed below are further explained in the R&Rs but are commonly overlooked items.

* **I/We agree to notify PBHMD immediately of any contact information changes**
* I/We agree and understand that all leaks or issues after the Curb Stop valve (Pictured below) are my responsibility
	+ When time permits, PBHMD will review meter codes for possible leaks or other concerns. We normally will contact you by phone, and if no response then Email
* I/We agree to pay PBHMD for all water usage, sanitary sewer service, storm water management, streetlight fees, late fees, and administrative fees.
	+ Invoices are Generated on the 3rd of each month or the next business day
	+ Payment is due on the 28th of the month when the invoice is generated
	+ If payment has not been received by the 28th, Late fees will be assessed
		- $15.00 late fee when the next invoice is generated
		- $15.00 fee on the 18th of the following month, notice of pending shut off
		- On the 25th water will be shut off. With $50.00 shut off fee & $50.00 turn on fee
* I/We understand to not cover the Curb Stop, the Curb Stop must be accessible, if the district is required to relocate your Curb Stop it will be at the homeowner’s cost.
* I/We request that our invoice be sent via
	+ Email \_\_\_\_ Paper \_\_\_\_ Both \_\_\_\_
	+ Automatic payment is recommended, completing this via phone, in person or online.

**Prior to moving in, a payment of $125.00 (refundable) deposit and a $125.00 Account Transfer Fee will be required (Normally collected upon move-in).**

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Signature (applicant) Date Signature (co-applicant) Date