



BOERNE UTILITIES COMMERCIAL/GENERAL SERVICE CONTRACT

447 N. Main
Boerne, TX 78006
1-830-249-9511

CustomerSvc@boerne-tx.gov
Fax: 1-830-249-2580

REQUIRED DEPOSIT FOR REQUESTED SERVICES: Deposits are based on one-sixth (1/6) of the previous 12 month billing history at each location. Commercial deposits will be held for 36 months, then released if no more than two (2) payments were late.

COMMERCIAL INFORMATION

NAME OF BUSINESS		SERVICE START DATE	
SERVICE ADDRESS		DBA (DOING BUSINESS AS)	
BUSINESS PHONE		TYPE OF BUSINESS	
MAILING ADDRESS (IF DIFFERENT FROM SERVICE ADDRESS)		CITY	STATE
			ZIP CODE
TAX EXEMPT <input type="checkbox"/> YES (INCLUDE TAX EXEMPT CERTIFICATE) <input type="checkbox"/> NO		TAX ID #	TENANT OWNER <input type="checkbox"/>

IN CASE OF EMERGENCY CONTACT: _____ HOME PHONE: _____
ADDRESS: _____ MOBILE PHONE: _____

OFFICER/CEO/OWNER INFORMATION

_____ PRESIDENT, CEO, OR OWNER (PRINT)		_____ PRESIDENT, CEO, OR OWNER (SIGNATURE)	
SIGNATURE AND DRIVER'S LICENSE OF AUTHORIZED AGENT REQUIRED			
<ul style="list-style-type: none"> MUST BE SIGNED BY THE INDIVIDUAL WHOSE NAME IS ON THE ACCOUNT AND/OR AUTHORIZED AGENT OF THE BUSINESS ENTITY RESPONSIBLE FOR THE BILL. 			
ALL FIELDS MUST BE COMPLETED			
NAME:		TITLE:	
DOB:			
DL#		SS #	
HOME PHONE # ()		MOBILE PHONE # ()	
I have read and understand the Customer Service Contract Acknowledgement and hereby agree to abide by the terms and conditions as set forth by the City of Boerne.			
AUTHORIZED AGENT'S SIGNATURE _____		DATE: _____	
Each applicant hereby confirms their desire to have the Social Security numbers, telephone numbers, and addresses on this account kept confidential to the extent provided by law. INITIAL: _____			
ACTIVATION FEE(S): CUSTOMER HAS BEEN NOTIFIED OF THE ONE TIME ACCOUNT ACTIVATION FEE(S) FOR EACH SERVICE. INITIAL: _____		GAS APPOINTMENT: DATE: _____	
RECLAIMED WATER CUSTOMERS: I HAVE RECEIVED A COPY OF THE RECLAIMED WATER CUSTOMER NOTIFICATION. INITIAL: _____		TIME: _____	
GAS CUSTOMERS: I HAVE RECEIVED A COPY OF THE NATURAL GAS CUSTOMER NOTIFICATION. INITIAL: _____		SERVICES: E W G SW RW	

The City of Boerne Utilities business hours are Monday through Friday from 8A-5P. When requesting your service start date, **please select a date that falls on a weekday**. We normally offer same day service as long as your request is submitted prior to noon on that day. However, we appreciate as much advance notice as possible.

CITY OF BOERNE REPRESENTATIVE SIGNATURE: _____

WHITE – OFFICE COPY

YELLOW – CUSTOMER COPY



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CUSTOMER SERVICE CONTRACT ACKNOWLEDGEMENT

I/We, the customer(s) do hereby make application for the services indicated on my/our City of Boerne Service Contract and agree to pay for the same at the current published rates on or before the due date printed on the monthly bill by one of these payment methods:

IN PERSON: Utility Customer Service Office, City Hall 447 N. Main

DRIVE-UP: Depository at City Hall 447 N. Main

WEB PAY: www.ci.boerne.tx.us, online payment

PAY BY PHONE: [830-249-9511](tel:830-249-9511) press 1 for secure interactive voice response system

AUTO PAY: Contact Customer Service at 830-249-9511 to sign up for automatic payments from your checking/savings or credit card.

I/We understand:

I/We must be sure all electrical and gas appliances and all plumbing fixtures are off at the time City services are turned on. Additionally, I/We understand in the event I/We fail to comply with the preceding statement, the City will not be responsible for any damages resulting from electric and/or water and/or gas meter activation.

That the first bill will include an **account activation fee** which is due on the same date as other billed services. If service is disconnected due to nonpayment, a reconnection fee must be paid and, (if deposits have been refunded), a new deposit may be required before service is restored.

I/We agree to **maintain the required deposits** and to make such additional deposits as required due to additional service increase in billing, or failure to pay. If a satisfactory payment record is maintained, the utility will refund (after a specified period of time and upon proper request) deposit(s) (residential accounts – 12 months). Service may be disconnected for failure to pay for service or for failure to maintain deposits.

That the utility shall not be liable for failure to supply service when such failure is not due to negligence on the part of the utility, or, is due to the elements, fire, strikes, shutdowns necessary for repairs, or similar causes.

That **tampering with meters is a violation of City Ordinance** and violators are subject to immediate disconnection, prosecution, and reimbursement to the City and Utility for all expenses incurred. Customers are responsible for intentional or malicious tampering or vandalism of the utility's meters and equipment at their service location.

That customer redress (dispute of any billing) will be handled by the Customer Service and Billing Administrator.

I/We agree that I/We shall be **responsible for the payment** of all reasonable costs, including but not limited to attorney's fees, collection agency fees and charges, court costs, notification and mailing costs, and any other costs, fees or charges incurred by the City if I fail to pay my/our bill or bills for utility service on a timely basis.

That, upon signing this application, the customer(s) has the responsibility for keeping the utility easement clear for utility department access at all times; that the customer(s) is/are subject to all rules and policies which might be passed or are presently the policies of the City of Boerne Utilities, or are ordinances of the City of Boerne Utilities; and as customer(s) assume responsibility for payment of services indicated.

I/We expressly authorize the utility's agents to enter the premises at the service location at all reasonable hours to read, repair, move, or remove its meters and property.

I/We agree to provide the agents and employees of the City of Boerne access to the utility lines, equipment and/or appurtenances located on my property at all reasonable times for the purpose of maintenance, operation, and/or meter reading; and at all times for emergency repair. I further agree to keep easements clear and unobstructed and shall place no structures, equipment or improvements within the easements or in any way interfere with the operation, maintenance and/or access by the utility company to said lines. The utility company may, as often as it deems necessary, trim trees, remove obstructions and/or clear vegetation from all easements and adjacent areas to provide adequate clearance for said lines.

I/We understand that if I/we fail to provide adequate access, clearance and protection to the utilities facilities, and, after proper notice, fail to comply with the requirements, my utility service will be disconnected.

If you have a sewer stoppage, water leak, or power outage: Please contact the Customer Service Office at 830-249-9511 during business hours or Dispatch at 830-248-1633 after hours and holidays.

If you have a gas leak: Immediately evacuate the premises. Do not turn on/off lights, use the phone or a cell phone. From a neighbor's phone or using your cell phone owner/renter is required to contact the City of Boerne first. If you fail to contact the City, and it is later determined to be something that could have been repaired by City Crews, the City will not reimburse the expenses incurred.