



Utility Services Application
City of Baldwin Accounts Receivable
P.O. Box 247
186 Hwy 441 Bypass, Baldwin, GA 30511

Route & Sequence

Name (Individual or Company)	Social Security #/ Tax ID #
911 Address	Driver's License #
Mailing address	Email address
Personal Contact #	Emergency Contact Name
Landlord's Name (if applicable)	Phone #
Phone #	Desired Date of Service

TYPE OF SERVICE REQUESTED

(Check all that Apply)

Water	<input type="checkbox"/>
Sewer	<input type="checkbox"/>
Garbage	<input type="checkbox"/>

Inside City Limits	<input type="checkbox"/>
Outside City Limits	<input type="checkbox"/>

Residential	<input type="checkbox"/>
Commercial	<input type="checkbox"/>

PLEASE READ CAREFULLY

(Initial after each statement)

- Applicant agrees to pay the City of Baldwin in accordance with the schedule of fees for services rendered at the above address.
- Applicant agrees to pay monthly for services to the City of Baldwin before the 20th of each month with no penalty. Bills paid after the 20th of the month will be subject to a 10% late charge. Service will be subject to disconnection on or after the 25th of each month for accounts not paid in full.
- Any cost in collecting any delinquent amounts will be "in addition to" all other charges and fees.
- Applicant agrees that in connection with the services performed, the City shall not be liable for damage to any property or the applicant by reason of any action on the part of the City of Baldwin, or the State of Georgia, or their duly authorized officers, agents, servants, or employees.
- Applicant agrees not to tamper with the meter device in accordance with the City policies. Applicant agrees to immediately contact the employees of the City in connection with any service problems or leaks which might occur.
- Applicant agrees to fill out a disconnection form for the 911 address above if he/she decides to terminate service.

I have read and initialed all statements on this application. I apply for service with the City of Baldwin. I understand these terms and conditions are a part of this application and agree to be bound by such terms and conditions.

Applicant Signature _____

Today's Date _____

Utility Clerk Signature _____

Today's Date _____

Account # _____

Amount of Deposit \$ _____

Meter Cost \$ _____

Water/Sewer Tap \$ _____

Deposit Transferred (Y/N) Location _____

System Connection Fee \$ _____

SEE REVERSE



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These terms and conditions are provided for your benefit to communicate the City of Baldwin’s Utility Services policies regarding billing procedures, payment terms and fees. By requesting services, you agree to all the conditions in this document.

Deposit: City of Baldwin requires a deposit on all holders listed on an account, including commercial accounts depending on the service location, meter size/type. Deposits will range from \$100-\$1,000. When service is terminated, the deposit on the account will be applied towards any outstanding balance. If there is no balance due or a credit remains, a refund check will be mailed to the forwarding address provided after the final billing has occurred. [REDACTED]

Billing Cycle: Bills are issued monthly. The billing date is determined by the first day of each month that is not a holiday or weekend day. Due dates will always be on the 20th of each month. [REDACTED]

Payment Terms: Payments are **due on the 20th** day of each month. Failure to receive bill does not exempt penalties or disconnection for non-payment. The City of Baldwin is not responsible for late remittances made through any mail service provider. [REDACTED]

Late Penalty: A late penalty of 10% of the total account balance will be assessed to the account on the 21st of each month. [REDACTED]

Disconnect Policy: All accounts not paid in full by the 25th of each month will be assessed a disconnection fee of \$50 and will be placed on the disconnect list. Disconnections will only be on Tuesday, Wednesday or Thursday except for Holidays. [REDACTED]

Collections: All terminated accounts not paid in full after 90 days will be subject to a \$50 administration fee and turned over to a collection agency for payment. [REDACTED]

Returned Payments: Returned payments will be charged a \$36 fee. Unpaid returned payments will be subject to disconnection. Checks will no longer be accepted on accounts having a returned payment. [REDACTED]

Rentals: All renters must submit a copy of their rental agreement prior to utility connections. The rental agreement must include landlord’s contact information. [REDACTED]

Terminate Service: Only the account holder listed on an account can terminate service. Verification of personal identifying information will be required. Service will be disconnected the next business day or at a later specified date, excluding weekends and holidays. A final reading will be taken on requested termination date and a final bill or deposit refund check will be mailed to the forwarding address provided at termination request. [REDACTED]

Reinstated Service: Accounts with outstanding balances will be required to pay the entire balance before new service can be established; along with any deposits required and/or service fees. [REDACTED]

Tampering Policy: In the event a meter or any service equipment has been tampered with or unauthorized usage has occurred, service will be disconnected immediately. A Tampering Fee ranging from \$100-\$1,000 will be due before service is restored. [REDACTED]

Water Leak Policy: If a water leak is found on the customer’s side of the meter, it is the responsibility to have the leak repaired immediately. The City of Baldwin has the right to turn the water off until the customer can have the leak repaired. Water should be turned off when not in use until repair is complete. A leak adjustment **may be granted AFTER evidence and confirmation** of repairs are made. [REDACTED]

Additional Fees/Service Fees:

Broken Padlock/ Meter Lock	\$50
Disconnection	\$50
Reconnection	\$50
Broken Lid	\$25
Broken Meter Box	\$25
Meter Replacement (1" or less)	\$800

City Hall Mailing Address

Baldwin Accounts Receivable
P.O. Box 247
Baldwin, GA 30511

Physical Location

186 Highway 441 Bypass
Baldwin, GA 30511

Contact Information

Phone: (706) 778-6341
Fax: (706) 776-7970

Payment Options

Online: www.baldwinpayments.com

Phone: 844-214-8588

Mail: Address Location on Bill

Night Drop: 24/7 Located at City Hall Drive-Thru

Lobby at City Hall: Cash, Check, Money Order, Debit or Credit (with 4% fee) **Drive**

Thru at City Hall: Cash, Check or Money Order