

**City of Marshall Utility Service Application**

Service Address \_\_\_\_\_ Mailing Address \_\_\_\_\_

Email Address \_\_\_\_\_ Paperless Billing  Yes  No

Required Deposit \$ \_\_\_\_\_ Deposit Paid \$ \_\_\_\_\_ Affidavit Filed Yes No Verified \_\_\_\_\_

Set-up Service Date \_\_\_\_\_ Account # \_\_\_\_\_

**Primary**

**Co-Applicant**

Name/Business \_\_\_\_\_ Name \_\_\_\_\_

Phone \_\_\_\_\_ DOB \_\_\_\_\_ Phone \_\_\_\_\_ DOB \_\_\_\_\_

Driver's License/EIN # \_\_\_\_\_ Driver's License # \_\_\_\_\_

Contact/Care of \_\_\_\_\_ Relationship to Primary Applicant \_\_\_\_\_

**I/we, agree to pay my/our required deposit, all my/our current bills and my/our final billing. A general copy of the City of Marshall's utility policies and offerings will be available upon request.**

**I release the City of Marshall from any and all damages and claims that I may incur should my service be disconnected due to my failure to pay as I have agreed herein. If there is failure of payment, I/we will be responsible for all costs associated therewith, including reasonable attorney fees and expenses.**

Primary Signature \_\_\_\_\_ Date \_\_\_\_\_

Co-Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

I/we, have paid the City of Marshall a deposit in the amount of \$ \_\_\_\_\_.

Primary Signature \_\_\_\_\_ Date \_\_\_\_\_

Co-Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

**General City of Marshall Utility Policy**

1. Each customer will pay a security deposit with the City of Marshall. The status of the applicant and where they are living will determine the amount of the deposit. **Any deposit not paid in full by the due date of the first billing may result in service disconnection (turn off).**
2. Due dates are approximately 21 days from when the bill is processed.
3. 5% penalty is applied on any current unpaid balance two days after the due date. A notice of disconnection is mailed seven days after the penalty is applied. Shut-off of service will take place ten days after the notice is processed and mailed.
4. Arrangements can be made at City Hall if payment cannot be made in a timely manner. **Failure to keep an arrangement may result in service disconnection.**
5. Delinquent utilities become a lien on the property and may be put on the tax bill.
6. Further information may be obtained at City Hall and cityofmarshall.com.

**The City of Marshall currently offers Automatic Bill Payment. Call 269-781-3967 to sign up!**