

New Resident Utility Application Form Acct. Number: _____

Social Security Number: _____ - _____ - _____ (Need Social Security Card for verification)

Name(s): _____

Address: _____ Fairfax, IA 52228 PO Box _____

Phone: _____ Email: _____

Alternate/Emergency Contact Person: _____ Phone: _____

Alternate Contact Email: _____

PROPERTY OWNERS Utility Deposit	RENTERS Utility Deposit
\$75.00 if social security number is provided. \$150.00 without social security number.	\$100.00 if social security number is provided. \$200.00 without social security number.
Forms of payment accepted for deposits: Check, Cash, Debit or Credit. An additional 2.75% non-refundable convenience fee is required for a debit or credit card deposit payment. The homeowners deposit is refundable after 12 consecutive on-time payments. _____ New construction _____ Existing home Date of Possession: _____	Forms of payment accepted for deposits: Check, Cash, Debit or Credit. An additional 2.75% non-refundable convenience fee is required for a debit or credit card deposit payment. The renters deposit is held and applied to your final bill when you move out. Landlord's Name & Contact Information _____ Date of Occupancy: _____

Preferred Bill Format: E-mailed Bills OR Mailed Paper Postcard Bills

First bill date: _____ **call 319-846-2204 if bill is not received by:** _____

- ❖ Bills are sent out the last business day of each month and payments are due the 15th of each month.
 - ❖ If not paid by the 15th - a \$15.00 penalty will be assessed and a Delinquent Notice is mailed.
- Forms of payment accepted: checks, cash, debit, credit, ACH, and online. Debit and credit card payments are accepted in the office, by phone, and on our website, www.cityoffairfax.org (an additional convenience fee is required). There is no charge for our recurring ACH payment service. ACH payments are deducted from a checking or savings account on the 10th of each month. Payments may be mailed to: City of Fairfax, P.O. Box 337, Fairfax, IA 52228. A payment drop is available at Fairfax City Hall, 300 80th Street Court. Checks and cash payments also accepted at Fairfax State Savings Bank, 409 Vanderbilt St.

- ❖ **Please read your water meter(s) as soon as you move in. Call the city clerk's office at (319) 846-2204, or email the reading(s) to: sklinefelter@cityoffairfax.org.** For renters: if your water meter is not accessible, we don't require you to take a meter reading.
- ❖ Remote meter readings are collected automatically by the city around the 20th of each month, so this is usually the only time you need to read the water meter until you move out.

Meter Reading(s): Inside: _____ **Outside*:** _____ **Date:** _____

*A second, separate meter that is plumbed to measure only the water that is used outdoors. All water meters are installed indoors.

I have received the utility billing information & understand the penalties for late payment.

Signature: _____ Date: _____

RECEIPT Date: _____ Deposit: \$ _____ Cash Check # _____ Card - Convenience Fee: \$ _____