



Public Works
600 Scott Boulevard
South Hutchinson, Kansas 67505
620-694-2976
Don Brittain, Director

**RENO COUNTY WATER AND WASTEWATER SERVICE
ESTABLISHED SERVICE APPLICATION
CONNECT / DISCONNECT / TRANSFER**

NOTICE

To connect, disconnect or transfer water and wastewater service with Reno County Utilities, the **outgoing and incoming property owner must each complete and sign** an Established Service Application Connect / Disconnect / Transfer Application.

All accounts must be in the Property Owner's Name. The property owner will receive the billings and will be responsible for forwarding them on to tenants.

At the *Service Connect / Disconnect / Transfer* line, if you are the new property owner circle Connect and fill in the date service is to be established in your name. If you are the outgoing party circle Transfer or *Disconnect and fill in the date in which service is to be discontinued under your name.

***Note:** If you wish to have the water service turned off, circle Disconnect. However, by requesting the service to be disconnected the water meter will be turned off and pad locked. The new owner must then pay a \$50.00 reconnection fee in order for service to be reactivated.

Complete and Return the Below Application to:

Reno County Utilities
600 Scott Blvd.
South Hutchinson, Kansas 67505

Email: publicworks@renogov.org

If you have any questions, please call 620-694-2524

**RENO COUNTY UTILITIES
ESTABLISHED SERVICE APPLICATION
CONNECT / DISCONNECT / TRANSFER**

I hereby apply for utility service to be furnished by Reno County Utilities. I understand that the terms upon which water and sewer services are furnished are established by the Reno County Water and Sewer Districts Administrative Regulations, and I agree to be bound by such regulations. A copy of said Administrative Regulations will be furnished upon request.

Name: _____
(Service Must Be in Property Owner's Name)

Service Address: _____
House No. and Street City Zip

Forwarding Address: _____
(For ending service) House No. and Street City Zip

Mailing Address: _____
(If different from service address) P.O. Box or House No. and Street City Zip

Phone No. Home _____ Work _____ Cell _____

Service Connect
***Disconnect**
Transfer

Date: _____

***Note:** If you wish to have the water service turned off, circle Disconnect. However, by requesting the service to be disconnected the water meter will be turned off and pad locked. The new owner must then pay a \$50.00 reconnection fee in order for service to be reactivated.

RESPONSIBILITIES OF PROPERTY OWNER

CONNECTION / DISCONNECTION OF ESTABLISHED SERVICE.

- (a) Owner must make application for service and pay appropriate fees to the district.
- (b) The owner is responsible for payment of billing charges accrued to the date of disconnection.
- (c) A \$50.00 reconnection fee will be assessed in the event an application for service is not submitted within five (5) business days of the disconnection request.
- (d) Contractual agreements for utility service shall not be made with Tenants.

BILLS. All bills for the use of water/sewer shall be due and payable by the 20th day of the month. All bills remaining unpaid after the 20th day of the month are hereby declared delinquent and will be assessed a 10% late charge of the amount due. If any water/sewer bill remains due and unpaid after the last day of the month, the district shall have the right to refuse further service and may terminate the water/sewer service until all such delinquent bills are paid. The user shall pay a \$50.00 fee for re-establishing water/sewer service in the event the user's service has been terminated for the reason specified herein.

CHARGES MAY NOT BE WAIVED. No water charge shall be waived to any person, firm or corporation except as specifically authorized by the Governing Body of the district.

Property Owner's Printed Name _____

Property Owner's Signature _____ Date _____

**Mail Application to: Reno County Utilities
600 Scott Blvd.
South Hutchinson, Kansas 67505**

Phone No. 620-694-2524

Email Application to: publicworks@renogov.org

Fax Application to: 620-694-2924

Account No. _____