

**CITY OF HALSEY**  
**NEW CUSTOMER UTILITY AGREEMENT**  
**(PLEASE ALLOW 2 BUSINESS DAYS FOR PROCESSING)**

*The deposit must be received before service can begin.*

100 W. Halsey Street, Halsey OR 97348 PH: 541-369-2522 FAX: 541-369-2521 Email: [martha@cityofhalsey.com](mailto:martha@cityofhalsey.com)

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Service Start Date: \_\_\_\_\_ City Services: Water  Sewer

Residence       Business       Owner/Occupant       Owner/Lessor       Renter/Lessee

APPLICANT'S NAME: \_\_\_\_\_ PH NO. \_\_\_\_\_ DL # \_\_\_\_\_

CO-APPLICANT'S NAME: \_\_\_\_\_ PH NO. \_\_\_\_\_ DL # \_\_\_\_\_

Service Address: \_\_\_\_\_ **Halsey, OR 97348**

Mailing Address (If Different): \_\_\_\_\_

Employer (name & address) \_\_\_\_\_ Work Phone: \_\_\_\_\_

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**RENTER/LESSEE**

Property Owner Information:

Name: \_\_\_\_\_ Phone No. \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

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**OWNER/LESSOR**

When your tenant gives us a stop service order, we will plan to read the meter and shut off the water to the property unless you notify us to transfer the services back into your name. The city will attempt to collect any unpaid balance from your tenant. Please be aware that if your tenant leaves an unpaid balance on their account, the responsibility reverts to the property owner. For this reason, you may want to contact the city to verify that the tenant's balance has been paid prior to refunding any rental deposits to the tenant.

\*\*Please transfer water service back into my name automatically when my tenant moves out. I understand I will begin accruing fees on that date. \_\_\_\_\_ (initial)

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**Deposits are required in accordance with the City of Halsey Fee Schedule.** Property owners will have their deposit refund credited to their account after 12 months provided their account has not been delinquent. Renter's deposits will be refunded after the account has been closed and any outstanding balances have been paid.

**\*\* TO DISCONTINUE UTILITY SERVICES\*\***

Stop Service Orders are required by all Renter/Lessee and/or Owner/Lessor and are available online @ [www.cityofhalsey.com](http://www.cityofhalsey.com). All Stop Service Orders must be received by the City at least 2 working days prior to vacating the property. Failure to submit a Stop Service Order on or prior to moving out may result in additional charges to the account.

I understand that it is my responsibility to notify City Hall of any changes in contact information. I understand that any fees or shutoffs that occur because I failed to notify City Hall of any changes in contact information are my responsibility.

**Privacy: The City of Halsey cannot give account information to anyone not listed on the account. Please make sure all authorized people are listed on this application.**

I have read and understand the above information **and** the City of Halsey's Utility Rates Memo dated July 2015 and agree to the terms set forth in the Memo.

SIGNATURE OF RESPONSIBLE PARTY: \_\_\_\_\_ Date: \_\_\_\_\_

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The Following information is requested by the Federal Government in order to monitor compliance with the Federal Government Laws prohibiting discrimination. **You are not required to furnish this information, but are encouraged to do so.** This information will not be used in evaluating your application or to discriminate against you in any way.

**Race: (mark one or more)**

White \_\_\_\_\_ Black or African American \_\_\_\_\_

American Indian/Alaskan Native \_\_\_\_\_ Asian \_\_\_\_\_

Native Hawaiian or other Pacific Islander \_\_\_\_\_

**Ethnicity:**

Hispanic or Latino \_\_\_\_\_

Not Hispanic or Latino \_\_\_\_\_

Filled in by employee \_\_\_\_\_

(initials)

*The City of Halsey is operated in accordance with federally established policies which prohibits discrimination on the basis of race, color, sex, age, handicap, religion, or national origin. The City of Halsey is an equal opportunity provider and employer.*