



APPLICATION FOR SERVICE

TO APPLY FOR SERVICE, IN PERSON, PLEASE VISIT EITHER OF THE FOLLOWING LOCATIONS:	
<p><u>Customer Service:</u> Bay Laurel Center CDD 9850 SW 84th Court, Suite 200 Ocala, FL 34481 Hours: M-F 8:00 am – 4:00 pm Phone: (352) 236-6869 Fax: (352) 854-8688</p>	<p><u>Administrative Office</u> Bay Laurel Center CDD 9850 SW 84th Court, Suite 400 Ocala, FL 34481 Hours: M-F 7:00 am – 3:30 pm Phone: (352) 414-5454 Fax: (352) 414-5461 Website: www.blccdd.com</p>
AFTER HOURS/EMERGENCY PHONE NUMBER: (352) 236-6869	
<p>OTHER METHODS OF RETURNING SERVICE APPLICATIONS INCLUDE:</p> <p>NOTE: Applications that are not executed in person at either the Customer Service or Administrative Office MUST be notarized.</p>	
Fax	(352) 414-5461 (Be sure to include a cover sheet)
Postal Mail	Bay Laurel Center CDD C/O Service Transfer Request 9850 SW 84 th Court, Suite 400 Ocala, FL 34481
<p>E-mail</p> <p><i>Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing.</i></p> <p><i>History.—s. 1, ch. 2006-232</i></p>	service@blccdd.com

Please make sure the following information is on the application and/or attached to the application when submitted:

- ✓ Complete Physical Address;
- ✓ Proof of residency, i.e. lease, rental agreement, or proof of ownership;
- ✓ Copy of Driver’s License;
- ✓ Effective Date of Service;
- ✓ Billing Address (if different from the physical address);
- ✓ Security Deposit;
- ✓ Daytime Phone Number; and
- ✓ Signature



DEPOSITS

A security deposit of \$150.00 is due and owing at the time of application.

The District allows **thirty (30) days** from the closing date of the house in order to turn in a letter of credit from another public utility in lieu of keeping the security deposit on file. Documentation that does not meet the below requirements or if received after thirty (30) days from the closing date will **NOT** be accepted and security deposits will be held at minimum on the established District account for twenty-four (24) months or when the account is terminated, whichever comes first provided the account has continually been in good standing.

Criteria for an acceptable Letter of Credit must include ALL of the following:

- ✓ Must be from another public utility.
- ✓ Must state that applicant has had two (2) years or twenty-four (24) months of good account history; **AND within the last two (2) years or twenty-four (24) months the applicant has not incurred any of the following:**
 - a. No Late Charges;
 - b. No Uncollected Items;
 - c. No Returned Checks;
 - d. No Returned Bank Drafts; and
 - e. No Service Disconnects for Payment Defaults

NOTE: Deposits will **NOT** be waived if the account is for a temporary customer, realtor, rental customer or business.

BILLING

An account transfer fee based on the adopted rate schedule will be applied to the first statement. Bills are for utility service and will be rendered monthly. Bills are due when rendered and shall be considered as received by customer when delivered or mailed to utility address or some other place mutually agreed upon. Non-receipt of bills by customer shall not release or diminish obligation of customer with respect to payment thereof. Bills are due on the first day of each month, and shall be deemed delinquent if not paid on or before the last business day in the month. Utility service may be discontinued to any delinquent account after five (5) days' written notice.

PAYMENTS

For your convenience, the District currently accepts the following payment methods:

- ✓ Cash
- ✓ Check – All check payments are subject to be processed electronically through TeleCheck.
- ✓ Money Order / Cashier's Check
- ✓ Credit Card
- ✓ Electronic Funds Transfer (EFT). If you wish to elect this option to have the funds withdrawn directly from a checking or savings account, be sure to complete and return the attached authorization form.

Should you have any questions, please do not hesitate to contact our Customer Service Department at (352) 236-6869.

Sincerely,

Bay Laurel Center Community Development District

NOTICE

FOR PAYMENTS MADE BY CHECK:

Bay Laurel Center CDD reserves the right to process consumer checks electronically by transmitting the amount of the check, the routing number, account number, and check number to your financial institution. By submitting a check for payment, you authorize us to initiate an electronic debit from your bank or asset account. If we process your check electronically, your payment may be debited from your account the same day we receive your check.

In addition, when your check is processed electronically, you will not receive that canceled check with your account statement. Instead your statement will reflect the check number and payment amount with the information of "Bay Laurel Center CDD" listed on the statement which will serve as valid proof of payment. If you would like a copy of your check, please contact the office. If we cannot collect the funds electronically, we may issue a paper draft against your bank or asset account for the amount of the check.

In the event that a payment is dishonored for any reason, you authorize us to electronically re-present the item or submit a paper draft to collect the check amount and you authorize us to initiate an electronic debit from your bank or asset account, or submit a paper draft, for a returned check fee.

In order for the District to recover a portion of the cost for handling dishonored checks or bank drafts the District may charge the maker of a worthless check or bank draft a service fee of the following:

- ✓ **\$25.00** if the face value does not exceed \$50.00;
- ✓ **\$30.00** if the face value exceeds \$50.00 but does not exceed \$300.00;
- ✓ **\$40.00** if the face value exceeds \$300.00, or 5% of the face amount of the face amount of the check, whichever is greater, which is permitted by Florida state law.

WATER/WASTEWATER CHARGES

The following rates were approved in a public hearing and are effective as of October 1, 2016:

Calculations are based on:

1 ERC = Equivalent Residential Connection

Base Fees:

Water Base Facility Charge	\$ 12.86
Wastewater Base Facility Charge	\$ 23.00

Water charge per 1000 gallons:

on first 7,500 gallons	\$ 1.36
over 7,500 to 15,000 gallons.....	\$ 2.38
over 15,000 to 20,000 gallons	\$ 3.74
over 20,000 to 25,000 gallons	\$ 5.09
over 25,000 to 30,000 gallons	\$ 6.14
over 30,000 gallons	\$ 7.11

Wastewater Charge per 1000 gallons

(up to max. of 5,000 gallons)	\$ 5.38
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In Addition there will be a Customer Account Charge per metered connection for the following:

Water	\$ 2.55
Wastewater	\$ 1.31

Other Fees could consist of but not limited to

Account Transfer	\$ 20.00
Normal Disconnection of Service	\$ 50.00
Normal Reconnection of Service	\$ 50.00
Violation Disconnection of Service	\$ 75.00
Violation Reconnection of Service.....	\$ 65.00
After Hours Normal Reconn. Service ...	\$120.00
After Hours. Violation Reconn. Service	\$135.00
Premises Visit (In Lieu of Disconnect)..	\$ 45.00
Late Charge	\$ 16.00

REPORTING WATER LINE BREAKS AFTER HOURS OR EMERGENCY CALLS

Water breaks after service department hours are to be reported to our service department at 352-236-6869. We appreciate your assistance on reporting water breaks. Prompt repair saves water.

Example:

Customer uses **20,000 gallons** of water in a month, the bill would calculate as follows:

Water Base.....	\$ 12.86
Customer Account Charges for Water.....	\$ 2.55
Wastewater (WW) Base.....	\$ 23.00
Customer Account Charges for WW.....	\$ 1.31
Water Charges	
First 7,500 gallons @ \$1.36.....	\$ 10.20
Next 7,500 gallons @ \$2.38.....	\$ 17.85
Next 5,000 gallons @ \$3.74	\$ 18.70
Wastewater Charges	
5,000 gallons @ \$5.38.....	<u>\$ 26.90</u>
Total Bill for Monthly Water Usage	\$113.37

QUESTIONS ABOUT YOUR UTILITY BILL

Questions regarding your utility bill need to be addressed at the Customer Service department, located in Friendship Commons, Suite 200, Monday thru Friday from 8:00 am to 4:00 pm. *These office services payment questions, duplicate bill copies, billing address changes, and sign up for auto debit payments.*

In addition, our Customer Service Department will be able to assist you with any questions concerning irrigation/water breaks and issues pertaining to your yard, grass, shrubs, or broken sprinklers. Don't forget to ask Customer Service about their Leak Detection Program.

You may also contact Customer Service at:

Email: service@blccdd.com
 Phone: (352) 236-6869
 Fax: (352) 854-8688

Utility bills are for services in arrears, for water/wastewater consumed in the previous month.

Auto-Debit Payments

Tired of writing checks every month for your water bill? Please know that we are now able to set your account up to have the payment automatically withdrawn from your checking or savings account. Stop by Customer Service to Enroll: Monday – Friday 8:00 am – 4:00 pm. To print your enrollment forms go to www.blccdd.com.

WATER LOSS and CONSERVATION

Water Loss in Gallons at 60 p.s.i.

- 1/32" leak - Loss of 6,000 gallons per month
- 1/16" leak - Loss of 25,000 gallons per month
- 1/8" leak - Loss of 100,000 gallons per month

To detect water leaks, it is advisable to periodically check inside and outside faucets for dripping. A slow drip may not seem important, but lack of maintenance may impact your water bills. Please do not leave hose bibs in the on position even if a shut off nozzle is used on an attached hose.

Continuous running toilets consume a large quantity of water if not repaired.

Some ways to conserve water:

- Replace broken, missing or misaligned sprinkler heads.
- Use a bucket to catch shower warm-up water, and use it to hand-water plants.
- Tell houseguests about the need to conserve water.
- Check all toilets and faucets for leaks. Make appropriate repairs.
- Don't let water run while brushing teeth or washing dishes.
- Wash only full loads in the washing machine and dishwasher.
- Monitor your water bill for unusually high usage.
- Use a broom instead of a hose to clean your driveway and sidewalk.
- Upgrade older toilets with water efficient models.
- Put food coloring in your toilet tank. If it seeps into the toilet bowl without flushing, you have a leak. Fixing it can save up to 1,000 gallons a month.

Please visit the following website for more tips on saving water in your home:

www.wateruseitwisely.com/100ways/nw.shtml

WATER RESTRICTIONS

Community Watering Schedule

All communities within On top of the World Communities, Inc. and Stone Creek will follow the watering restrictions as mandated by Marion County.

- Addresses ending in 0 will water on Thursday & Sunday at 1:00 a.m. *
- Addresses ending in 1 will water on Wednesday & Saturday at 10:00 p.m. *
- Addresses ending in 2 will water on Thursday & Sunday at 10:00 p.m. *
- Addresses ending in 3 will water on Wednesday & Saturday at 1:00 a.m. *
- Addresses ending in 4 will water on Thursday & Sunday at 1:00 a.m. *
- Addresses ending in 5 will water on Wednesdays & Saturday at 10:00 p.m. *
- Addresses ending in 6 will water on Thursday & Sunday at 10:00 p.m. *
- Addresses ending in 7 will water on Wednesday & Saturday at 4:00 a.m. *
- Addresses ending in 8 will water on Thursday & Sunday at 4:00 a.m. *
- Addresses ending in 9 will water on Wednesday & Saturday at 1:00 a.m. *

*** Even numbered addresses:**

Daylight Savings Time:

Watering guidelines are Thursday & Sunday.

Eastern Standard Time:

Watering guidelines are Sunday only.

*** Odd numbered addresses:**

Daylight Savings Time:

Watering guidelines are Wednesday & Saturday.

Eastern Standard Time:

Watering guidelines are Saturday only.

Water Treatment Plant Facility Tour

Behind the scenes tour
FREE to OTOW & Stone Creek Residents



Water is a valued commodity, especially here in Florida. Learn more about the complexities of water procurement, treatment and waste water disposal right here at On Top of the World and Stone Creek.

This 3 – 1/2 hour field trip is fascinating. Join staff behind the scenes and tour the facilities. Limited to 14 students; registration is required.



Please register at
Master the Possibilities Education
Center
(352) 861-9751

How To Read Your Water Bill

- 1 Account number, billing date, previous meter read date and present meter read date, days of service in current read, customer name and service address.
- 2 Bay Laurel Center CDD contact information along with the telephone/fax numbers for you to call if you have billing or other service-related inquiries and the hours of operation. Also, the address of the 24-hour drop box location.
- 3 Detailed information on your water usage and charges in accordance with Bay Laurel Center CDD's approved rate schedule.
- 4 Detailed information on your wastewater usage and charges in accordance with Bay Laurel Center CDD's approved rate schedule.
- 5 Special messages provided by Bay Laurel Center CDD.
- 6 Summary of your account, which includes total current charges, your previous balance, payments received, any late payments fees, adjustments or miscellaneous fees and the total account balance.
- 7 Miscellaneous fees that may occur in the event of late payments of reconnecting service. In order to reconnect service, all fees must be paid along with any past due amounts.
- 8 A graphical representation of the water usage history.
- 9 Information on how we may process payments made by check.
- 10 **A** Your billing account number. Please include this number on your check and make checks payable to Bay Laurel Center CDD.
- B** Due date and past due date. Please be sure to have all payments submitted to Bay Laurel Center CDD on or before the due date to avoid additional charges to your account.
- C** Mailing address for Bay Laurel Center CDD.
- D** Your name and billing address. Please notify Bay Laurel Center CDD if any of this is incorrect.
- E** This area will state one of the following:

Bank Draft—Do Not Pay: Bay Laurel Center CDD has received an authorization to debit your water payments from your checking or savings account.

Credit Balance—Do Not Pay: Bay Laurel Center CDD has received more than the amount of your bill and you currently have a credit balance on your account.

Remit This Stub with Payment: The perforated portion of the bill should be returned with your payment for proper credit.

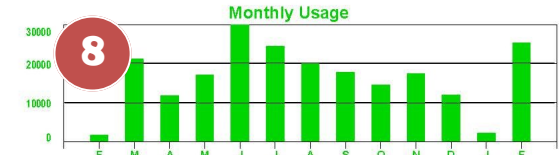
Account Number: A12345-1
 Billing Date: 03/01/2016
 Previous Read Date: 01/27/2016
 Present Read Date: 02/26/2016
 Days of Service: 30
 Customer Name: John Smith
 Service Address: 123 Main Street

Bay Laurel Center, CDD

9850 SW 84th Court, Suite 400, Ocala, FL 34481-6594
 Phone (352) 236-6869 • Fax (352) 414-5461
 Office Hours: Monday-Friday • 8:00am - 4:00pm
 24 Hour Drop Box located at 9850 SW 84th Ct STE 400

SERVICE	CHARGES	SERVICE	CHARGES
WATER CHARGES		WASTE WATER CHARGES	
BASE FACILITY CHARGE	\$ 12.49	BASE FACILITY CHARGE	\$ 22.12
TOTAL USAGE	25330.0	5000.0 gallons @ 0.00517	\$ 25.85
PREVIOUS READING 1214160		WASTEWATER ACCOUNT CHARGE	\$ 1.26
PRESENT READING 1239490		TOTAL WASTEWATER CHG	\$ 49.23
First 7,500 gallons @ 0.00132	7500.0 \$ 9.90		
Over 7,500 to 15,000 gallons @ 0.00231	7500.0 \$ 17.33		
Over 15,000 to 20,000 gallons @ 0.00363	5000.0 \$ 18.15		
Over 20,000 to 25,000 gallons @ 0.00494	5000.0 \$ 24.70		
Over 25,000 to 30,000 gallons @ 0.00596	330.0 \$ 1.97		
WATER ACCOUNT CHARGE	\$ 2.48		
TOTAL WATER CHG	\$ 87.01		
Any Total Amount Due not received by 3:00 pm on 03/31/2016 will be assessed a Late Payment Fee.		TOTAL CURRENT CHARGES \$ 136.24	
Due to rounding calculations, total billed amount may vary by a cent.		PREVIOUS BALANCE	\$ 52.56
		PAYMENT: 02/17/2016	\$ -52.56
		LATE PAYMENT FEE	\$ 0.00
		ADJUSTMENTS	\$ 0.00
		MISC FEES	\$ 0.00
		TOTAL AMOUNT DUE BY 03/31/2016	\$ 136.24
		AFTER 03/31/2016 PAY	\$ 152.24

Normal Reconnection Fee \$50.00
 Violation Reconnection Fee \$65.00
 After Hours Normal Reconnection Fee \$120.00
 After Hours Violation Reconnection Fee \$135.00
 Premises visit (in lieu of disconnect) \$45.00
 Late Fee (the greater of \$16.00 or 1.5%) varies



When you provide a check as payment, you authorize us either to use information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction.

When we use information from your check to make an electronic transfer, funds may be withdrawn from your account as soon as the same day we receive your payment, and you will not receive your check back from your financial institution. If your check does not clear and is returned, we may withdraw funds from your account electronically.

PLEASE DETACH LOWER PORTION AND RETURN WITH PAYMENT

10 Bay Laurel Center, CDD
 9850 SW 84th Court Ste 400
 Ocala, FL 34481-6594
 Address Service Requested

A ACCOUNT NUMBER A12345-1
AFTER 03/31/2016 PAY \$ 152.24
B TOTAL AMOUNT DUE BY 03/31/2016 \$ 136.24
 PLEASE ENTER AMOUNT PAID \$ _____

E REMIT THIS STUB WITH PAYMENT

Make checks payable to:

AUTO UTOSCH 5-DIGIT 34476

 John Smith 1304 5
 123 Main Street
 Ocala, FL 34481

C BAY LAUREL CENTER CDD
 9850 SW 84TH COURT STE 400
 OCALA FL 34481-6594





Owner Authorization for Renter Service

Service Address: _____
Street Unit City State Zip

Renters Name(s): _____

Home Phone Number: _____ **Cell Number:** _____

Property Owner Name(s): _____

Mailing Address: _____
Street Unit City State Zip

Home Phone Number: _____ **Cell Number:** _____

Email: _____

I, _____, own the property located at the above mentioned location give my permission for the water service to be put in the name of my renters (listed above). I realize that if they leave with a balance owing on their account, I am immediately responsible for payment of the account in order for service to continue.

Property Owner Signature

Date



Electronic Fund Transfer (EFT) Authorization

The easiest and most convenient way to pay your water bill!

Your water bill can automatically be paid from your U.S. Financial Institution account. You will continue to receive a regular monthly statement, but instead of writing a check, you simply deduct the amount due from your bank account balance. No more checks to write, postage for mailing, late fees charged or services disconnected for forgetting to pay or having to drop your payment off.

To Sign Up

1. Complete the following form
2. Read the terms and conditions below
3. Include a voided check
4. Continue to pay your bill as you do now until you see the words **"Bank Draft - Do Not Pay"** on the remittance portion of your statement.

Return to our Administrative Office

Bay Laurel Center CDD
9850 SW 84th Ct, Suite 400
Ocala FL 34481
Phone: 352-414-5454 or Fax: 352-414-5461

Terms and Conditions

Bay Laurel Center Community Development District ("the District") customers with an active checking or savings account, drawn on a U.S. financial institution, are eligible for Electronic Fund Transfer (EFT). There is no charge by the District to set up this service. However, additional charges may be assessed for automatic withdrawal transactions by your financial institution. Customers are responsible for inquiring with their financial institutions before enrollment in the plan.

Your monthly bill will continue to be sent to you by your original billing preference. **"Bank Draft -Do Not Pay"** will reflect on the remittance portion of your billing statement. Until this information prints on your bill, continue to pay your bill as you do now.

If your payment is not honored by your financial institution for any reason, it will be treated like a returned check. An insufficient (NSF) charge pursuant to state regulations will be added to your account for each occurrence of a non-paid debit. Additionally, there will be additional charges should utility service be interrupted due to nonpayment. The District reserves the right to move any account from the plan which has incurred three insufficient nonpaid withdrawals. After twelve consecutive payments are made following the removal, you will be allowed to participate back in the Electronic Funds Transfer should you choose to do so; however, you will be required to provide a new application and sufficient documentation at that time. If the District receives notification that your account is frozen or closed, you will automatically be removed from future Electronic Funds Transfers and charged the appropriate fees pertaining to the returned funds. If the removal from the Electronic Fund Transfer program was not a customer initiated request you will receive written notification of such from the District.

Payments will be withdrawn from the authorized bank account on the billing due date. If you wish to discontinue the automatic payment system the Electronic Transfer Deactivation form must be complete and returned to our administrative office.

If you discontinue service, it will be necessary for you to pay your last statement must be made by other method. Your final bill cannot be paid through electronic funds transfer.

Bay Laurel Center CDD
9850 SW 84th Ct, Suite 400, Ocala FL 34481
Phone: 352-414-5454 Fax: 352-414-5461



Electronic Fund Transfer (EFT) Authorization

Electronic Fund Transfer applications can take up to **two** billing cycles to process

New participant **Change to Existing Account** **Account Number:** _____

Bay Laurel Center CDD Account Name(s): _____

Service Address: _____

Street Unit City State Zip

Home Phone Number: _____ **Cell Number:** _____

- ✓ Please attach a voided check to obtain the necessary routing and account number
- ✓ If you are unable to provide a voided check, the District will accept a signed letter from your financial institution as long as it provides all the necessary routing and account number and is on their letterhead.

Name as it appears on your Bank Account: _____

Checking **Savings** **Name of Financial Institution:** _____

Terms and Conditions

- I have **included** a blank voided check or executed letter from my financial institution and hereby authorize Bay Laurel Center Community Development District ("the District") to access my banking account to withdraw funds to pay for my monthly utility water and/wastewater services. Forms received without this information will be considered *incomplete* and returned to the customer.
- I understand that if I want to cancel this Electronic Funds Transfer payment system, I must notify the District in writing and give at least 10 days advance notice.
- I understand that any final bills will not be withdrawn from my account and payment for services owed must be made by other method.
- I understand that if this form is being used to change an existing account that the District is currently debiting, that is my responsibility to keep the old account open until charges start to show on the new account.
- In the event that the Electronic Funds Transfer is returned to the District for any reason, I understand that my utility account may be charged additional fees.

Signature of Bay Laurel Center CDD Account Holder(s)

Date

Signature of Checking/Savings Account Holder(s)
(Please sign your name exactly as you do on your checks)

Date



9850 SW 84th Court, Suite 400, Ocala, FL 34481
Phone: (352) 414-5454 Fax: (352) 414-5461
AFTER HOURS/EMERGENCY PHONE: (352) 236-6869
Website: www.blccdd.com

Deposit Receipt and Service Agreement for Residential Services

Owner Renter New Service Start Date: _____

Applicant Name(s): _____

New Service Address: _____

Street Unit City State Zip

Billing Address: _____

(if different than service address)

Street Unit City State Zip

Home: _____ Cell: _____

Alt Cell: _____ Work: _____

Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing.

History.—s. 1, ch. 2006-232.

Email: _____ (optional)

Preferred Billing Method: Email Bill (E-Bill) Printed Bill Email (E-Bill) and Printed Bill

Special Instructions: _____

Please fill this box out if you are a renter at the service address:
Owner Name(s): _____ Phone number: _____
Address: _____
Street Unit City State Zip

FOR OFFICE USE ONLY

For Renters we have received the following:
Security Deposit/Letter Copy of Lease Owner Authorization Copy of Driver's License

For Owners we have received the following:
Security Deposit/Letter Proof of Ownership Copy of Driver's License

\$____.____ SECURITY DEPOSIT Cash Check # _____ Credit Card

Service Policy – Terms and Conditions

I, the undersigned (hereinafter called “Customer”), understand and agree that I am responsible for all charges for the above service requested, and will continue to be responsible for the same until such time as transfer of service is requested. Utility service is furnished upon signed application accepted by Bay Laurel Center CDD (hereinafter called “the District”) and the conditions of such application are binding. Before utility service is initiated and a meter is installed, all meter installation fees, deposits, administrative fees, and all delinquent accounts of the customer being due shall be paid.

I, the customer, understand a connection fee in accordance with our adopted rate schedule is not refundable and will be charged on my first utility bill.

I, the customer, understand that if the service address is a rental property, a copy of the executed lease is required along with a signed Owner Authorization.

I, the customer, understand the District invoices monthly and payment is due back to the District on or before the last business day of the month. If the bill is unpaid by the due date, the account will be considered delinquent and a late fee in accordance with the District’s Adopted Rate Schedule, shall be added to the amount owed the District on the following months billing.

I, the customer, understand that bills are due when rendered and shall be considered as received by customer when delivered or mailed to utility service address or some other billing method mutually agreed upon. Only persons with an ownership or leasehold interest in the service location shall be privileged to designate a location where the invoices may be sent. Non-receipt of bills by customer shall not release or diminish obligation of customer with respect to payment thereof.

I, the customer, understand that the District is not responsible for any irrigation timers, controllers, piping or other components relating to irrigation. It is the customer’s responsibility to ensure the irrigation is in proper working condition and complies with the proper watering restrictions. It is further understood and agreed that the sale of water to Customer occurs at the meter, and the District has no responsibility relative to service or supplying water after said water passes through the meter. The District shall have no obligation to repair any sewer or water line unless appropriate arrangement for payment in full has been made.

I, the customer, understand that if I request a temporary discontinuance of service or when the District disconnects due to failure to pay delinquent utility service bills or other violations of the District’s Rules and Regulations, the customer shall pay any fees associated to the discontinuance before service is restored. During a discontinuance of service, District base facility charges shall continue to accrue to the customer and the premises. When service is to be restored at the same premises, the customer, or its successor or assign (including by foreclosure or other legal process), will pay to the District all outstanding utility service bills for the premises, including the accrued base facility charge for each billing period during which service bills was discontinued, together with a reconnection of service charge and other applicable penalties.

I, the customer, agree that the District, its agents or employees shall at all times have access to Utility’s lines, meters and the areas where such facilities are located will be kept free of shrubbery, trees, fences, interference from pets, and other obstructions. Customer agrees that it shall hold the District, its agents or employees harmless and Utility shall not be liable for any damage or injury alleged to have occurred through Utility, its agents or employees conducting inspections and repairs to the District’s lines and meters, whether such damage shall have occurred through negligence or otherwise, and whether such damage or injury shall occur to real property, persons or pets.

Customer Initials

Customer Initials

I, the customer, understand that meters furnished by the District remains the property of the District and shall be not be tampered with for any means. If the District, does find that I have tampered with my meter, I will be subject to applicable fees as established by the adopted rate schedule.

I, the customer, understand that a Security Deposit is required **at the time of application.**

I, the customer, understand that if I refuse to pay a security deposit that the District may withhold utility service to the desired service location until payment is received.

I, the customer, agree that this deposit or any portion thereof may be applied in discharge of any indebtedness of Customer to the District. This Deposit shall not preclude the District from discontinuing for nonpayment the service covered by this Deposit regardless of the sufficiency of said Deposit to cover any indebtedness for such service.

I, the customer, understand that deposits will **NOT** be waived if the account is for a temporary customer, realtor, rental customer or business.

I, the customer, understand that in lieu of a deposit, I have the opportunity to submit a letter of credit from another public utility stating that in the last two years (24 months), I have not had any of the following: (a) No Late Charges; (b) No Uncollected Items; (c) No Returned Checks; (d) No Returned Bank Drafts; and (e) No Service Disconnects for Payment Defaults.

I, the customer, understand that if this letter of credit does not meet the above criteria as set forth by the District, it will be declined and my security deposit will remain on file until sufficient documentation is received by the District.

I, the customer, understand that I have **thirty (30) days** from the official closing date of my house in order to turn in this letter of credit for an early refund of the security deposit. Documentation received after thirty (30) days will not be accepted and security deposits will be held at minimum on the established District account for twenty-four (24) months or when the account is terminated, whichever comes first provided the account has continually been in good standing.

I, the customer, understand that after I have established a satisfactory payment record with the District for a period of twenty-four (24) consecutive months, I am eligible to request the District to refund the deposit on file provided that I have not, in the preceding twelve (12) months; (a) made more than one late payment of the bill (after the expiration of twenty (20) days from the date of mailing or delivery by the District); or (b) paid with a check refused by a bank; or (c) been disconnected for non-payment; or (d) tampered with the meter; or (e) used service in a fraudulent or unauthorized manner. The option of an early refund due to satisfactory payment is **NOT** available to rental customers, temporary customers, businesses or realtors.

I, the customer, understand that the District will **NOT** automatically issue refunds of security deposits at twenty-four (24) months and that it is my responsibility to request the refund on the appropriate forms.

I, the customer, understand that the District may require, upon reasonable written notice of not more than fifteen (15) days, such request or notice being separate and apart from any bill for service, a new deposit, where previously waived or returned, or an additional deposit, in order to secure payment of current bills; provided, however, that the total amount of the required deposit shall not exceed an amount equal to the average actual charge for water and/or wastewater service for two (2) billing periods. In the event the customer has had service less than two (2) billing periods, then the District shall base its new or additional deposit upon the average actual monthly billing available.

Customer Initials

Customer Initials

I, the customer, understand that I must provide a legible copy of my Driver's License to accompany my application. Applications received without a legible Driver's License will be considered incomplete and the District may withhold utility service to my location.

I, the customer, understand that it is my responsibility to apply with the District for utility service and provide all required documents needed by the date of closing (complete application, security deposit, and driver's license); otherwise services may be withheld to the service location until applicable documentation is received.

I, the customer, understand that if I am a renter, I will be expected to provide a copy of the rental lease at the time of application and will need to provide a completed Owner's Authorization Form within **thirty (30) days** of said Lease; otherwise services may be withheld to the service location until such documentation is received.

I, the customer, understand that I if I purchase the home, I will be required to show proof of ownership to said home within **thirty (30) days** of the date of closing; otherwise services may be withheld to the service location until such documentation is received.

I, the customer, understand that this is not a complete list of regulations as established by the District; however, by the signing of this Customer's Deposit Receipt & Service Agreement, I confirm, acknowledge and ratify my obligation to abide by all existing reasonable rules and regulations of the District and any amendments thereto as set in the District's Uniform Service Policy as amended from time to time.

I, the customer, understand that hard copies of said rules and regulations and amendments thereto are available for inspection at the Administrative office of Utility located at 9850 SW 84th Court, Suite 400, Ocala, FL 34481 or on the District's website of www.blccdd.com

(*Be sure the application is filled out in its entirety and page(s) two and three are initialed prior to returning to the District.)

_____	_____	_____
Customer Signature	Date	Witness
_____	_____	_____
Customer Signature	Date	Witness

Notary signature, Stamp and/or seal required if applications are NOT EXECUTED in person at either of the following Locations:

- Customer Service - 9850 SW 84th Court, Suite 200, Ocala, FL 34481
- Administrative Office – 9850 SW 84th Court, Suite 400, Ocala, FL 34481

State of: _____

County of: _____

The foregoing instrument was acknowledged before me this _____ day of _____,

_____ By _____, who is personally known to me or who has produced _____

as identification.

Notary Public _____

(Seal of Notary)