



COMMERCIAL TENANT PROTOCOL PRIOR TO ESTABLISHING WATER/WASTEWATER SERVICE

1. Potential tenant(s) must submit the following items to:

Bay Laurel Center CDD (BLCCDD)
9850 SW 84th Court, Suite 400
Ocala, FL 34481

- a. Two (2) sets of improvement/build out plans; or
 - b. PDF version of improvement/build out plans e-mailed to: bayinfo@blccdd.com
 - c. Non-refundable \$65.00 Plan Review Fee payable to Bay Laurel Center CDD.
2. BLCCDD has ten (10) business days from receipt of plans for preliminary review and/or comment.
 3. In the event revisions are needed and plan set is returned to tenant/applicant with comments, upon re-submittal to BLCCDD there will be an additional five (5) business day review/turnaround applied.
 4. Upon final review and approval from BLCCDD, and prior to water and wastewater service connection, prospective tenant(s)/applicant must submit the following items:
 - a. CD of approved plans, signed/sealed by EOR, to:
Bay Laurel Center CDD (BLCCDD)
9850 SW 84th Court, Suite 400
Ocala, FL 34481; or
 - b. PDF of approved plans, signed/sealed by EOR, e-mailed to: bayinfo@blccdd.com
 5. No service shall be established without payment of security deposit, meter connection fee(s), line charge(s), AFPI and any and all other applicable fees that may be required. For a listing of rates and charges, please refer to the attached Bay Laurel Center Community Development District Adopted Rate Schedule. Additional information can be found on the District's website located at www.blccdd.com



COMMERCIAL APPLICATION FOR SERVICE

<p>TO APPLY FOR SERVICE, IN PERSON, PLEASE VISIT THE FOLLOWING LOCATIONS:</p>	
<p>Administrative Office 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>	
<p>AFTER HOURS/EMERGENCY PHONE NUMBER: (352) 236-6869</p>	
<p>OTHER METHODS OF RETURNING SERVICE APPLICATIONS INCLUDE:</p>	
<p>Fax</p>	<p>(352) 414-5461 (Be sure to include a cover sheet)</p>
<p>Postal Mail</p>	<p>Bay Laurel Center CDD C/O Commercial Service Transfer Request 9850 SW 84th Court, Suite 400 Ocala, FL 34481</p>
<p>E-mail <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> <i>History.—s. 1, ch. 2006-232</i></p>	<p align="center">service@blccdd.com</p>

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

- ✓ Complete Physical Address;
- ✓ Effective Date of Service;
- ✓ Billing Address (if different from the physical address);
- ✓ Security Deposit;
- ✓ Daytime Phone Number; and
- ✓ Signature



DEPOSITS

Based on the magnitude of a deposit, the District may determine to accept an alternative deposit method as shown below:

- (a) The applicant pays cash deposit;
- (b) The applicant for service furnishes an irrevocable letter of credit from a bank or a surety bond;

Refund of Deposit:

Commercial accounts will receive a refund of their deposit if either of the following transpires:

a.) Deposits held by the District shall be refunded when the account is terminated. If the account is terminated, any and all outstanding charges for water and wastewater service against the account for which it is deposited shall be paid. The deposits required under this section shall be applied against the final bill prepared for termination of the account. If the deposit exceeds the final bill, the balance of the deposit shall be refunded within forty-five days.

b.) Based on an annual actual usage history, for the business, the District will reevaluate to ensure that Commercial deposit funds are in the guidelines of the District's adopted rate schedule. Any overage will be refunded to the Commercial establishment accordingly.

Additional Deposit: The District may require, upon reasonable written notice of not less than thirty (30) 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 potable water, irrigation quality water, and/or wastewater service for two and one-half (2.5) monthly billing periods. In the event the customer has had service less than two and one-half (2.5) billing periods, then the District shall base its new or additional deposit upon the average actual monthly billing available.

No interest shall accrue on any customer deposits, unless required by law. If the District is required by law to provide interest on customer deposits, the District will accrue simple non-compounded interest on the customer's deposit at the rates earned by the District on the deposit and shall apply said interest to the customer's active account on an annual basis. If a customer terminates service the deposit (plus accrued non-compounded interest, if required) will be credited against the final account and the balance, if any shall be returned to the customer within forty-five (45) days of service discontinuance.

Governmental entities are exempt from the deposit requirement as are other utilities that provide service to the District which have reciprocating no deposit requirements. Governmental entities include:

- (1) Federal, State and County Agencies.
- (2) Municipalities.
- (3) Special Taxing Districts.
- (4) School Board.
- (5) Entities lawfully empowered to levy and collect taxes.

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 or the District's Administrative staff directly at (352) 414-5454.

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.

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** 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.

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Bay Laurel Center, CDD

9850 SW 84th Court, Suite 400, Ocala, FL 34481-6594
 Phone (352) 236-6669 • Fax (352) 414-5461
 Office Hours: Monday-Friday • 8:00am - 4:00pm
 24 Hour Drop Box located at 9850 SW 84th Ct STE 400

1 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

SERVICE	CHARGES	SERVICE	CHARGES
3 WATER CHARGES	\$ 12.49	4 WASTE WATER CHARGES	\$ 22.12
BASE FACILITY CHARGE	25330.0	BASE FACILITY CHARGE	\$ 25.85
TOTAL USAGE		5000.0 gallons @ 0.00517	\$ 1.26
PREVIOUS READING	1214160	WASTEWATER ACCOUNT CHARGE	\$ 48.23
PRESENT READING	1239480	TOTAL WASTEWATER CHG	
First 7,500 gallons @ 0.00132	\$ 9.90		
Over 7,500 to 15,000 gallons @ 0.00231	\$ 17.33		
Over 15,000 to 20,000 gallons @ 0.00363	\$ 50.00		
Over 20,000 to 25,000 gallons @ 0.00494	\$ 24.70		
Over 25,000 to 30,000 gallons @ 0.00596	\$ 330.0		
WATER ACCOUNT CHARGE	\$ 2.48		
5 TOTAL WATER CHG	\$ 87.01	6 TOTAL CURRENT CHARGES	\$ 136.24
Any Total Amount Due not received by 2:00 pm on 03/31/2016 will be assessed a Late Payment Fee. 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
		7 TOTAL AMOUNT DUE BY 03/31/2016	\$ 136.24
		AFTER 03/31/2016 PAY	\$ 152.24

7 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

AUTO UTOSCH E-DIGIT 34478

John Smith
 123 Main Street
 Ocala, FL 34481

1304 5

Make checks payable to:

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



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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) Date
(Please sign your name exactly as you do on your checks)

BAY LAUREL CENTER COMMUNITY DEVELOPMENT DISTRICT

PROPOSED RATE SCHEDULE DATED

October 1, 2017 though September 30, 2018

	Water	Wastewater	Reclaimed Water
	ADOPTED	ADOPTED	ADOPTED
	Rate 2017-2018	Rate 2017-2018	Rate 2017-2018
Customer Rates Residential			
Base facility charge 5/8" meter, per month	\$ 13.25	\$ 23.92	\$ 6.64
3/4"	\$ 19.88	\$ 23.92	\$ 9.96
1"	\$ 33.13	\$ 23.92	\$ 16.60
1 1/2"	\$ 66.25	\$ 23.92	\$ 33.20
2"	\$ 106.00	\$ 23.92	\$ 53.12
(Over 2" based on demand as determined by District staff)			
Customer Account Charge (Per Metered Connection)	\$ 2.63	\$ 1.36	\$ -
Gallage charge/1,000 gallons			
First 7,500 gallons	\$ 1.40	\$ 5.60	\$ 0.70
Over 7,500 to 15,000 gallons	\$ 2.45	(Max.5,000 GPD)	\$ 1.22
Over 15,000 to 20,000 gallons	\$ 3.85	N/A	\$ 1.93
Over 20,000 to 25,000 gallons	\$ 5.24	N/A	\$ 2.62
Over 25,000 to 30,000 gallons	\$ 6.32	N/A	\$ 3.16
Over 30,000 gallons	\$ 7.32	N/A	\$ 3.67
OTOW (Central) Complex 7			
Customer Account Charge (per connection)	\$ 2.63	\$ 1.36	\$ -
Monthly Base Facility Charge (per unit and ERC)	\$ 13.25	\$ 23.92	\$ 6.64
Gallage charge/1000 gallons same as Single Family with each tier gallage multiplied by the number of Units/ERCs			
Multi-Family			
Customer Account Charge (per connection)	\$ 2.63	\$ 1.36	\$ -
Monthly Base Facility Charge (per unit and ERC)	\$ 9.46	\$ 21.53	\$ 4.74
Gallage charge/1000 gallons same as Single Family with each tier gallage multiplied by the number of Units/ERCs			
Master-metered Irrigation			
Customer Account Charge (per connection)	\$ 2.63	N/A	N/A
Monthly Base Facility Charge (per ERC see note below)	\$ 13.25	N/A	N/A
(Per ERC charge applicable only if Common Areas/Commercial Areas irrigated)			
Gallage charge/1000 gallons with each tier multiplied by the number of Units and ERCs served with water service			
First 15,000 gallons	\$ 2.45	N/A	N/A
Over 15,000 to 20,000 gallons	\$ 3.85	N/A	N/A
Over 20,000 to 25,000 gallons	\$ 5.24	N/A	N/A
Over 25,000 to 30,000 gallons	\$ 6.32	N/A	N/A
Over 30,000 gallons	\$ 7.32	N/A	N/A
Commercial/Non-Residential/Mixed-Use			
Base facility charge, per month:			
Per ERC (See Below)	\$ 13.25	\$ 23.92	\$ 6.64
Customer Account Charge (Per Metered Connection)	\$ 2.63	\$ 1.36	\$ -
Gallage charge/1,000 gallons			
First 6,000 gallons	\$ 1.40	\$ 5.60	\$ 0.70
Over 6,000 to 12,500 gallons	\$ 2.45	\$ 5.60	\$ 1.22
Over 12,500 to 17,500 gallons	\$ 3.85	\$ 5.60	\$ 1.93
Over 17,500 to 22,500 gallons	\$ 5.24	\$ 5.60	\$ 2.62
Over 22,500 to 27,500 gallons	\$ 6.32	\$ 5.60	\$ 3.16
Over 27,500 gallons	\$ 7.32	\$ 5.60	\$ 3.67
Reuse Rates (Gallage charge/1,000 gallons)			
Bulk Pressured Reclaimed Rate	N/A	N/A	N/A
ERC Definition			
An ERC is equal to 350 gallons per day for water and 250 gallons per day for sewer.			
A single-family customer with a 5/8" meter equals 1 ERC			
Fees Due at Meter Install Request			
AFPI (Per ERC)	\$ 1,556.82	\$ 2,432.53	N/A

Miscellaneous Charges	
Plan Review Fee (1)	\$110.00 + Cost*
Administrative Fee (2)	\$65.00 + Cost*
Construction Review Fee (3)(4)	\$65.00 + Cost*
Cross-Connection Inspection Fee	\$65.00 + Cost*
Backflow Preventer Maintenance Charge	\$65.00 + Cost*
Inspection Fee and/or Reinspection Fee (5)	\$100.00
Preliminary Charges	
Customer Deposit	
Residential Accounts	2.0x Avg. Mo. Bill
Commercial Accounts	2.5x Avg. Mo. Bill
Rental Accounts	\$ 150.00
Meter Installation	
Residential Service 5/8" Meter (6)	\$403.04
Commercial and All other sizes	at Cost*
Service Charges	
Normal Disconnection of Service	\$50.00
Normal Reconnection of Service	\$50.00
After Hours Normal Reconnection of Service	\$120.00
Violation Disconnection of Service	\$75.00
Violation Reconnection of Service	\$65.00
After Hours Violation Reconnection of Service	\$135.00
Premises Visit (In Lieu of Disconnect)	\$45.00
Grease Trap Non-Compliance Reinspection Fee	\$55.00 + Cost*
Grease Trap Surcharge	\$5.00
Meter Re-Read / Leak Inspection Fee	\$55.00
Meter Bench Test Fee	\$80.00 + Cost*
Meter Change Out Fee	\$125.00 + Cost*
Meter Tampering Fee	\$500.00
Administrative Charges	
Account Transfer Fee	\$20.00
Late Payment Charge	\$16.00
(Greater of fixed fee or 1.5% of unpaid balance)	
Returned Check Charges	
Face Amount less than \$50	\$25.00
Face Amount greater than \$50 but less than \$300	\$30.00
Face Amount greater than \$300	\$40.00
(Greater of 5% of face amount or fixed fee)	
Other Miscellaneous Charges	
Unauthorized Utility Service Use - (Fine plus actual usage)	
First Offense	\$500.00
Repeated Offense	\$2,000.00
Fire Protection Rate Schedule	
Stand-by fire flow/year line size:	
2"	\$106.04
4"	\$331.37
6"	\$662.74
8"	\$1,060.39
Consumption Charge (Per 1,000 Gallons)	\$2.45
Labor	
Professional Personnel (7)	\$35.00 per hour
Administrative Personnel	\$20.00 per hour
Service Personnel (7)	\$25.00 per hour
Truck Charge (8)	Applicable IRS rate/mile
Supplies	at cost

(1) A minimum advance of \$150 to be applied to Cost due upon request for status letter, conceptual review, and each revision/amendment to the same with actual Cost invoiced periodically
(2) A minimum advance of \$500 to be applied to Cost due upon submission of Property Questionnaire with actual Cost invoiced periodically and final Cost balance due prior to initial meter installation
(3) Advance of \$150 to be applied to Cost due upon start of construction with actual Cost invoiced periodically with final payment due prior to initial meter installation
(4) Inspection Overtime Rate \$100/hour with a minimum cost of \$300 for up to 3 hours payable in advance
(5) Charge levied to defray the cost of administering and monitoring a new connection to the distribution system before service is required. Also applies to the inspection of taps and irrigation systems.
(6) The charge shall be increased at cost if the cost of the materials and labor exceeds \$296.00.
(7) Outside of regular operating hours labor will be charged at 1 1/2 times normal rate.
(8) Charge levied in addition with Professional Personnel and/or Service Personnel labor charges.
*Cost means actual cost as invoiced to District by 3rd Party Provider/Vendor/Consultant



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 Commercial Services

POTABLE WATER CONNECTION

IRRIGATION

New Service Start Date: Business EIN:

Owner: Service Requested by:

Business Name(s):

Service Address: Street Unit City State Zip

Billing Address: (if different than service address) Street Unit City State Zip

Work: Cell:

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:

In order to determine capacity at your establishment, please provide the following:

- DAYS/HOURS OF OPERATION:
NUMBER OF EMPLOYEES PER SHIFT:

FIRE FLOW

Are there any fire flow lines that service the business? Yes No N/A

FOR OFFICE USE ONLY

Size of Fire Flow Line Invoiced: Monthly Annually

GREASE TRAPS

Are there any grease traps located at the business?
Select one of the following options below:

Yes No

- 1.) I wish to have Bay Laurel Center CDD take care of the pumping of the grease trap and pass along any charges associated with this service on to me.
- 2.) I wish to select company of my choice to handle the care and pumping of the grease trap at my establishment. I understand that if I select this option, I will be required to provide a copy of the contract for these services.

Company who will be handling the pumping of the grease trap? _____

FOR OFFICE USE ONLY

_____ Number of Grease Traps _____ Total Gallon Capacity

Contract Provided: Yes No N/A

FOR OFFICE USE ONLY

Plan Review Fee

SUNBIZ Form Completed

Annual Report Submitted

Security Deposit/Letter of Credit

\$_____ SECURITY DEPOSIT Cash Check # _____ Credit Card

Potable Water is: On Off Date: _____

Irrigation Water is: On Off Date: _____

**BLCCDD USE ONLY:
COMMENTS/NOTES**

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 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.

Before rendering service, the District shall require a deposit or guarantee satisfactory to the District to secure the payment of bills for water and/or sewer, which may be or become due to the District by said Customer. Customer agrees 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.

Based on the magnitude of a deposit, the District may determine to accept an alternative deposit method such as the applicant for service furnishes an irrevocable letter of credit from a bank or a surety bond.

Commercial accounts will receive a refund of their deposit if either of the following transpires:

- a.) Deposits held by the District shall be refunded when the account is terminated. If the account is terminated, any and all outstanding charges for water and wastewater service against the account for which it is deposited shall be paid. The deposits required under this section shall be applied against the final bill prepared for termination of the account. If the deposit exceeds the final bill, the balance of the deposit shall be refunded within forty-five days.
- b.) Based on an annual actual usage history, for the business, the District will reevaluate to ensure that Commercial deposit funds are in the guidelines of the District’s adopted rate schedule. Any overage will be refunded to the Commercial establishment accordingly.

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

The District may require, upon reasonable written notice of not less than thirty (30) 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 potable water, irrigation quality water, and/or wastewater service for two and one-half (2.5) monthly billing periods. In the event the customer has had service less than two and one-half (2.5) billing periods, then the District shall base its new or additional deposit upon the average actual monthly billing available.

No interest shall accrue on any customer deposits, unless required by law. If the District is required by law to provide interest on customer deposits, the District will accrue simple non-compounded interest on the customer's deposit at the rates earned by the District on the deposit and shall apply said interest to the customer's active account on an annual basis. If a customer terminates service the deposit (plus accrued non-compounded interest, if required) will be credited against the final account and the balance, if any shall be returned to the customer within forty-five (45) days of service discontinuance.

Governmental entities are exempt from the deposit requirement as are other utilities that provide service to the District which have reciprocating no deposit requirements. For the purposes of this agreement, Governmental entities include: (1) Federal, State and County Agencies; (2) Municipalities; (3) Special Taxing Districts; (4) School Board; and (5) Entities lawfully empowered to levy and collect taxes.

Customer agrees 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.

All commercial food preparation facilities and all other facilities generating wastewater with high grease and/or oil concentrations shall have a grease trap to intercept these wastes prior to discharge into the District's sanitary wastewater system. Location and type of grease trap used shall be approved, in writing, by District and all applicable regulatory agencies. Design and maintenance of grease traps shall be in accordance with Health Department rules, regulations and codes, and shall conform to the specifications and requirements of the District. If grease and/or oil in excess of allowable amounts, in accordance with District's and regulatory agency requirements, is discharged, District shall inform operator and/or owner of premises to properly repair and maintain or replace, if necessary, said grease traps. Failure to cease discharging wastewater with high grease and/or oil concentrations shall be cause for discontinuance of water and wastewater service.

By the signing of this Customer's Deposit Receipt & Service Agreement, Customer confirms, acknowledges and ratifies his/her obligation to abide by all existing reasonable rules and regulations of the District and any amendments thereto. 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

Signature

Date