



COMMERCIAL TENANT PROTOCOL PRIOR TO ESTABLISHING WATER/WASTEWATER SERVICE

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

Bay Laurel Center CDD (BLCCDD)
8470 SW 79th Street Road, Unit 3
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.

OR

- a. Notification in writing that no improvement plans are necessary to the establishment
- b. No fee required

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)
8470 SW 79th Street Road, Unit 3
Ocala, FL 34481; or
 - b. PDF of approved plans, signed/sealed by EOR, e-mailed to: bayinfo@blccdd.com
 - c. Hard copy and/or PDF version of the first page of the Lease Agreement
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

TO APPLY FOR SERVICE, IN PERSON, PLEASE VISIT THE FOLLOWING LOCATION:	
<p>Bay Laurel Center CDD 8470 SW 79th Street Road, Unit 3 Ocala, FL 34481 Hours: M-F 8:00 am – 4:00 pm Phone: (352) 414-5454 Fax: (352) 414-5461 Website: www.blccdd.com</p>	
AFTER HOURS/EMERGENCY PHONE NUMBER: (352) 414-5454	
OTHER METHODS OF RETURNING SERVICE APPLICATIONS INCLUDE:	
Fax	(352) 414-5461 (Be sure to include a cover sheet)
Postal Mail	<p>Bay Laurel Center CDD C/O Commercial Service Transfer Request 8470 SW 79th Street Road, Unit 3 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. History.—s. 1, ch. 2006-232</i></p>	<p>bayinfo@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);
- ✓ First Page of Lease Agreement;
- ✓ 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 us 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 After hours phone number and notification for important billing information on the back of the bill.
- 2 Dates of service.
- 3 Detailed information for your water charges in accordance with Bay Laurel Center CDD's adopted rate schedule.
- 4 Account number, IVR Number, customer name and service address.
- 5 Billing date, due date, prior meter read, current meter read, total usage and days of service in current read.
- 6 Detailed information for your waste water charges in accordance with Bay Laurel Center CDD's adopted rate schedule.
- 7 Leak Notification
For any questions regarding a leak notification, please contact our office during normal business hours 8 am – 4 pm at (352)414-5454:
Continuous Leak— Water is flowing through your meter continuously at time of read
Blank— The meter did not register any type of leak in the past 90 days
- 8 Detailed information for your other charges in accordance with Bay Laurel Center CDD's adopted rate schedule.
- 9 Special messages provided by Bay Laurel Center CDD.
- 10 A graphical representation of the water usage history.
- 11 Summary of your account which includes total current charges, previous balance, payments received, any late payments fees, adjustments or miscellaneous fees and the total account balance.
- 12 Late fee notice
- A Change of address notification
- B **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.
- C Your billing account number and IVR number. Please include this number on your check and make checks payable to Bay Laurel Center CDD.
- D 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



Summary of Charges: 04/26/2018 to 05/29/2018

Water Charges

Water Base Facility Charge		\$ 13.25
Water Account Charge		\$ 2.63
First 7,500 Gallons @ 0.00140		\$ 10.50
Over 7,500 to 15,000 Gallons @ 0.00245	7,500	\$ 18.38
Over 15,000 to 20,000 Gallons @ 0.00385	5,000	\$ 19.25
Over 20,000 to 25,000 Gallons @ 0.00524	1,380	\$ 7.23
Total Water Charges		\$ 71.24

Wastewater Charges

Wastewater Base Facility Charge		\$23.92
Wastewater Account Charge		\$1.36
5,000 Gallons @ 0.00560		\$28.00
Total Wastewater Charges		\$53.28

Other Charges

Total Current Charge	\$ 124.52
Previous Balance	\$ 104.70
Payment and Dep Applied	\$-106.27
Late Payment	\$ 0.00
Adjustments	\$ 0.00
Misc Fees	\$ 0.00
Total Amount Owing \$ 124.52	

Account Information

John Doe
123 Main Street

ACCOUNT NUMBER: 000012346
IVR NUMBER: 12345

Usage Information

Bill Date: 06/07/2018 Due Date: 06/29/2018
Readings: Prior: 135,780 Current: 157,160
Total Usage: 21,380 Gallons Days of Service: 33

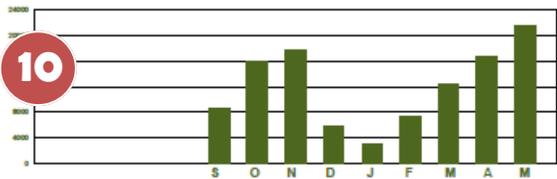
Leak Notification

At time of reading, the meter indicated:

Messages

* Please see the June issue of the OTOW News for the 2017 Water Quality Report.

Water Usage History



Bay Laurel Center, CDD
8470 SW 79th Street Rd Unit 3
Ocala FL 34481-7247

CHECK HERE FOR ADDRESS CHANGE
Update information on the reverse side

PLEASE REMIT THIS STUB WITH PAYMENT

John Doe
123 Main Street
Ocala, FL 34481

ACCOUNT NUMBER: 000012346
IVR NUMBER: 12345
AMOUNT PAID: _____

TOTAL AMOUNT DUE BY 06/29/2018 \$124.52

Make Checks Payable To :
Bay Laurel Center, CDD
8470 SW 79th Street Rd Unit 3
Ocala FL 34481-7247

00000000016726000012452000140526



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
8470 SW 79th Street Road, Unit 3
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.

Bay Laurel Center CDD
8470 SW 79th Street Road, Unit 3, Ocala FL 34481
Phone: 352-414-5454 Fax: 352-414-5461



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Phone: (352) 414-5454 Fax: (352) 414-5461
AFTER HOURS/EMERGENCY PHONE: (352) 414-5454
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? Yes No
Select one of the following options below:

- 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 / Letter stating no change to existing SUNBIZ Form Completed Annual Report Submitted
- Security Deposit/Letter of Credit First Page of Lease Agreement

\$_____ 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.

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 8470 SW 79th Street Road, Unit 3, Ocala, FL 34481 or on the District's website of www.blccdd.com

Signature

Date