



120 South New Market Street
St Martinville, LA 70582
Phone: 337.394.2230

New Customer Setup

Note:

Any customer who leaves owing a final bill that is sent to a collection agency will be responsible for the bill and collection agency fee. If an attorney is hired by the city to collect the bill, the customer will be responsible for the attorney fees of a minimum of \$500.00 or 25% of the final bill, whichever is greater, and all court costs.

If you are transferring to a new address from a previous address inside the city the new service is subject to disconnection if the final bill is not paid for the old address.

All connect orders, disconnect orders and re-connects will be done on the next business day, weather permitting.

Name: _____ Date _____

Address: _____

Phone _____ Work Phone _____

Drivers License # _____ Social Security # _____

Email Address: _____

Nearest relative not living with you

Name: _____

Address _____

Phone: _____



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Please circle the applicable answer

Renting: YES or NO
Services requested: Electric Water Sewer Garbage

Copies of supporting documents are required when submitting this form as listed for the following structure types:

All types:

State approved picture ID and social security card. Applicant name and supporting documentation MUST match. You cannot apply for someone else or use deeds or lease agreements in someone else's name. Please bring your state approved ID with this document to the utility department window of City Hall. Located at 120 South New Market Street, St. Martinville La 70582

House:

Notarized cash sale deed (available at the courthouse annex after filing) for homeowners. Lease agreement if renting.

Apartment:

Lease Agreement

Mobile Home:

Notarized Cash Sale deed for mobile home and property for owners. (available at the courthouse annex after filing)

Lease Agreement for mobile home if renting the mobile home.

Lease agreement for property if renting property.

Office/Business: Copy of occupational license. Notarized cash sale deeds for owners. Lease agreement if renting. Tax ID is required if going under business name

Deposit Amount _____

The bill will be due on the 15th of each month by the end of normal business hours. After the 15th a delinquent notice will be mailed, and a 5% penalty will be added to your total. Your utilities will be disconnected if the bill is not paid by the 25th by the end of normal business hours and a late fee of \$25.00 will be applied to your bill. A \$25.00 fee will be charged in addition to the bill and late fees to have your services reconnected.

I, the undersigned, have read this statement and understand the disconnection and reconnection process.

Customer Signature _____ Print Name _____

Witness _____ Date _____