

City of Flagler Beach  
**APPLICATION FOR UTILITY SERVICES**



**PLEASE RETURN THIS APPLICATION AND ALL REQUESTED DOCUMENTATION TO THE UTILITY BILLING DEPARTMENT LOCATED AT 116 SOUTH 3<sup>RD</sup> STREET OR VIA EMAIL [UB@CITYOFFLAGLERBEACH.COM](mailto:UB@CITYOFFLAGLERBEACH.COM)**

**IF YOU NEED TO CONFIRM THE CITY OF FLAGLER BEACH PROVIDES UTILITY SERVICES TO YOUR PROPERTY ADDRESS, PLEASE CALL OUR OFFICE AT 386-517-2000 AND PRESS 1**

**FOR UPDATED INFORMATION ON COSTS FOR WATER, SEWER, STORMWATER AND SANITATION FEES, PLEASE REFERENCE RECENT RATE SCHEDULE. INFORMATIONAL BROCHURES ON UTILITIES, SANITATION AND RECYCLING ARE AVAILABLE AT [WWW.CITYOFFLAGLERBEACH.COM](http://WWW.CITYOFFLAGLERBEACH.COM)**

**FINAL READS:** If you are moving in or moving out, a final read work order will need to be placed on the water meter at the property in order to transfer services and to calculate a final bill. Final reads cannot be backdated and can only be placed on the property by the current owner or owner's representative (i.e. real estate property manager), current tenant, new owner or new owner's representative (i.e. real estate property manager) (deed or closing documents must be provided) or new tenant (lease or rental agreement must be provided). If you are moving and are requesting a final read, make sure to provide a forwarding address when scheduling a Final Read for your Final Bill.

**ALL APPLICANTS:** Driver's License or State ID Required or United States Passport required. If you are applying on behalf of a business, please provide a copy of your Driver's License or State ID or United States Passport.

**FOR PROPERTY OWNERS:** Please provide a copy of your deed or closing documents. There is a \$35.00 deposit (refundable) plus a one-time \$15.00 account maintenance fee (non-refundable) for a total of \$50.00 and you can pay by check, cash or card. \*all card payments have a 2.5% convenience fee

**FOR RENTERS:** Please provide a copy of your rental agreement or lease. There is a \$150.00 deposit (refundable) plus a one-time \$15.00 account maintenance fee (non-refundable) for a total of \$165.00 and you can pay by check, cash or card. \*all card payments have a 2.5% convenience fee

**AUTOMATIC DRAFT OPTION:** Our office offers an auto draft payment option. It is free of charge to enroll and you will receive your utility bill according to your preference. Your bill will say "Auto-Draft, Do Not Pay" and the amount due will be drafted from your bank account on the due date each month. To sign up, please complete the Automatic Draft Authorization Form or contact the Utility Billing Department.

**\*MULTIPLE METER DEPOSITS:** If the property you are renting/purchasing has multiple meters, you are required per City Ordinance Sec. 5.03.22. to set up accounts for each meter and pay a deposit for each account.

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**PLEASE COMPLETE AND RETURN TO THE UTILITY BILLING DEPARTMENT**

Are you applying for services via email? **YES NO**

*If yes, please submit all requested documentation and a member of our Utility Department will reach out to you via the telephone number you provided to process your deposit payment.*

**CHECK ONE** Property Owner: \_\_\_\_\_ Renter: \_\_\_\_\_

**ADDRESS OF NEW SERVICE:** \_\_\_\_\_

Multiple meter deposits for this property?\* **YES NO** If Yes, Number of Units: \_\_\_\_\_

List Unit Numbers: \_\_\_\_\_

**NAME OF APPLICANT OR BUSINESS:** \_\_\_\_\_

*PLEASE NOTE: If more than one name is being requested to appear on the account, the applicant name(s) MUST match the name(s) listed on the deed or lease.*

**SOCIAL SECURITY NUMBER (Residential):** \_\_\_\_\_

*PLEASE NOTE: Your SSN can be provided over the phone if you are unable to set-up your account in-person.*

**TAX PAYER ID NUMBER (Business):** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**CONTACT #:** \_\_\_\_\_ **SECONDARY CONTACT #:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_ **Paperless Billing: YES NO**

*PLEASE NOTE: When signing up for paperless billing, your bills will come from a company called "BS&A." These emails can sometimes be sent to your junk/spam file. If you do not see your bill, please check there first.*

*I (applicant) hereby request the City of Flagler Beach to provide utility services to the above location. I agree to pay all charges for services rendered as a result of this request. I understand and agree that failure to pay any amount due to the City can result in termination of services and legal action for the collection of such sums plus penalties, interest, legal expenses and administration fees.*

**Printed Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

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**FOR UTILITY BILLING DEPARTMENT USE ONLY**

<b>METER DEPOSIT</b>	\$	(REFUNDABLE)
<b>ACCT MAINT. FEE</b>	<b>\$15.00</b>	(NON-REFUNDABLE)
<b>DEPOSIT TRANSFER-ACCT #</b>		(IF APPLICABLE FROM PREVIOUS ACCOUNT IN FLAGLER BEACH)
<b>TOTAL DEPOSIT DUE</b>	\$	

**Final Read Date:**

**Activation Date:**

**Deposit Payment Date:**   
(CITY STAMP)

Application Processed Electronically: **YES**    **NO**

**Received By:**     **Date:**