

OFFICE USE ONLY

DATE ENTERED \_\_\_\_/\_\_\_\_/\_\_\_\_

ACCT \_\_\_\_\_

BY: \_\_\_\_\_

Please submit this application along with a copy of the management/leasing agreement, or proof of ownership and ID.

Applications are accepted by mail, email, or in person at City Hall. All documents must be submitted to process the application.



City of Pooler  
100 US HWY 80 SW  
Pooler, GA 31322  
Ph. (912) 748-4800  
[utilitybilling@pooler-ga.gov](mailto:utilitybilling@pooler-ga.gov)

Real Estate/ Property Management Application for Utility Services

Today's Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Date to Start Service \_\_\_\_/\_\_\_\_/\_\_\_\_

Service Address \_\_\_\_\_

Real Estate/ Property Management Information

Fill out if account will be in Business Name:

Fill out if account will be in owner/ Property Manager's Name:

Business Name \_\_\_\_\_

Owner/Property Manager Name \_\_\_\_\_

DBA (if applicable) \_\_\_\_\_

Business Phone # ( ) \_\_\_\_\_

Birth date \_\_\_\_/\_\_\_\_/\_\_\_\_  
Month Day Year

Person of Contact \_\_\_\_\_

Email Address \_\_\_\_\_

Drivers License # \_\_\_\_\_

Mailing Address \_\_\_\_\_

SSN \_\_\_\_\_

\_\_\_\_\_

Phone # ( ) \_\_\_\_\_

Tax ID \_\_\_\_\_

Alternate Phone # ( ) \_\_\_\_\_

Bill Delivery Options

I would like to receive bill by: *(please check)*      **MAIL**            **EBILL** *(email)*     

Email (Ebill) address \_\_\_\_\_

**If you would like to have continuous utility services after a tenant has moved out, please fill out the attached Continuous Service Agreement.**

**Your signature below indicates that you, the applicant, have read and understand the following statements:**

**All information is correct** to the best of your (the applicants) knowledge.

**You agree to open a Utility Service account with City of Pooler** in accordance with current and future ordinances, regulations, and rates.

**All account changes must be submitted in writing** to the City of Pooler's Utility Billing Department at 100 US HWY 80 SW, Pooler, GA 31322.

**You are responsible for any and all City of Pooler utility bills** generated at the address of service until a request of disconnection is received in writing to the City of Pooler Utility Billing Office.

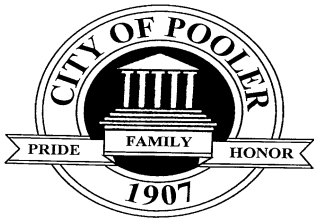
**A 10% late penalty** will be applied to your account if the balance is not paid by the due date.

**If service is suspended for nonpayment**, you will be required to pay account balance in full plus a \$50.00 penalty fee to have service restored.

**Payments made after 5pm** are posted the following business day. Any penalty or suspension of service due to payments received after 5pm are the sole responsibility of applicant

**eBill** is a convenience for utility customers. Applicants are solely responsible for updating eBill information; eBills not received are the sole responsibility of applicants.

X \_\_\_\_\_ X \_\_\_\_\_  
Applicant Date



CITY OF POOLER  
UTILITY BILLING DEPARTMENT  
100 US HWY 80 SW,  
POOLER, GEORGIA 31322  
PHONE: 912-748-4800  
[UTILITYBILLING@POOLER-GA.GOV](mailto:UTILITYBILLING@POOLER-GA.GOV)

## Continuous Service Agreement

The Continuous Service Agreement allows utility services for a rental unit to automatically revert to landlord/property manager's account and remain active when a tenant vacates. This helps property owners/managers perform needed services (such as cleaning and repairs) in a vacant unit without having to contact the City of Pooler Utilities to have services reconnected.

Owners or authorized property managers enter into a contract with the City and agree to pay for all utility services billed on their "revert to" accounts. When a tenant closes their utility account, services will automatically revert to the Landlord/Property manager's account without interruption. **You will receive a utility bill until a new tenant signs up for utility services.** At that point, we transfer the service to the new tenant and a prorated final bill will be issued for your account.

Service Addresses: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Landlord/ Property Manager's Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

### Please Note:

- If the property has not previously been in the Landlord/Property Manager's name, an application will be required along with the Continuous Service Agreement.
- The continuous service account holder is responsible for informing new tenants of their need to arrange for the transfer of utilities into their individual names at the time of occupancy.
- Any changes to this agreement must be made in writing.
- If a tenant is disconnected for non-payment, services will not be reverted into Landlord/Property manager's name until the City of Pooler is notified to do so.
- All related charges for utility services will be billed to the Landlord/ Property Manager from the day of transfer and until a tenant starts services, or a disconnect request is received.

By Signing below, I acknowledge that I am the owner/property manager, and accept all responsibility pertaining to this request:

Customer Signature \_\_\_\_\_

*For Office Use Only*

Account No. \_\_\_\_\_ Received date: \_\_\_\_\_

Processed by: \_\_\_\_\_ Processed Date: \_\_\_\_\_