

Lee County Utilities Authority

905 US Hwy 19 S
 Leesburg, Georgia 31763
 Tel: (229) 759-6056
 Fax: (229) 759-3319
 www.lee.ga.us

For Office Use Only

Account #:		
Water <input type="checkbox"/>	Garbage <input type="checkbox"/>	Sewer <input type="checkbox"/>
Deposit Amount:		

New Service Application

Last Name		First Name	
Service Address			
City	State	Zip Code	
Billing Address (If different from service address)			
City	State	Zip Code	
Email Address			
Drivers License #	State Issued	Date of Birth	
Employer			
Home Phone Number	Cell Phone Number	Work Phone Number	
Alternate Contact		Alternate Contact Phone Number	

Last 4 digits of Social Security #

This code will serve as your account pin; **we will not** be able to discuss any account matters without the pin being provided.

When would you like your service to start? _____

Please note we do not start new services on weekends or holidays.

Would you like same day service? (**\$35.00 Service Fee**)

Yes

No

Same day service is only available if application is turned in before 4:00 pm. **This service is not available at the following locations: Creekwood Apartments, Greystone @ Oakland and Springlake Apartments.** We apologize for any inconvenience this may cause.

Is there a garbage can on site?

Yes

No

Would you like to go paperless? (E-mailed bill)

Yes

No

Completed forms along with a copy of your ID can be returned via Fax or E-mail. Our fax number is (229) 759-3319. You can e-mail forms to the following e-mail account: lcura@lee.ga.us. All requests received after 4:00 pm will be processed the next business day. **It is the customer's responsibility to verify that the request has been received by our office. We are not responsible for requests not received or any charges/fees that may be associated with your account.**

- Our office hours are Monday-Friday 8:00 AM to 5:00 PM. Visit our website at www.lee.ga.us or reach us by phone (229) 759-6056.
- Each account is charged a base rate for water services, regardless of usage or days of service.
- All payments must be received no later than 5:00 PM on the cutoff date (this date is located on your bill and subject to change). Any accounts with outstanding balances will incur a \$50.00 processing fee and will be subject to services being disconnected.
- Please do not landscape or cover the meter box.
- If you attempt to turn on our meter, there is a minimum tampering fee of \$75.00*.
- It is your responsibility to notify us when you need services cancelled or account information updated. You may do this in the office or via fax/e-mail. All cancellation requests must be made in writing.
- If you feel that there is an error with your bill, please write down your newest reading. Contact our office and we will compare to your last reported reading.
- Failure to receive your bill does NOT relinquish your obligation to pay. Bills may be printed at www.lee.ga.us under "Pay My Bill". We also have the option for paperless bill where you can receive a copy of your bill via e-mail. We are not responsible for the US Mail.
- Any water that goes through the customer's meter is the responsibility of the customer, even if it is unintended water usage. If for some reason you think your bill may not be correct, please check your meter first. If your usage is higher than normal, you will need to check out a few things:
 - Check all faucets for drips.
 - Check your toilets to see if one is running. A running toilet can run in excess of 3,000 gallons of usage per month.
 - Check your water heater.
 - Check your water meter. Write down your first reading. Refrain from any water usage in your home for at least 2 hours. After the 2 hours, return to your water meter and take a second reading. If the reading goes up that's a good indication that you have a leak.

If you are having any of the problems above, contact someone familiar with plumbing to assist you.

- *Fees are subject to change.

Signature

Date