



## CHECKLIST FOR SERVICES

### Connection into Community System

Please read the following:

1. **Someone must be present at time water is turned on.** If no one is home at the time the water is to be turned on we will wait 10 minutes and if no one shows we will leave without turning the water on. This is to protect the homeowner and the Housing Authority.
2. **Manufactured home must be skirted**
3. **NEW Connection into existing community system.** Meeting with staff at location to determine location of home. Any required fees will need to be paid prior to connection into system. Home will need to have electricity on and if it is a manufactured home it must be adequately skirted or on a foundation.

The Connection Fee will be based upon the meter size

Meter Size	Connection Fee
¾" Residential	\$ 1,500.00
1"	\$ 2,667.00
1½"	\$ 6,000.00
2"	\$ 10,667.00
3"	\$ 24,000.00
4" & Larger	calculated on demand

4. **Arlee Residents.** If you leave in Arlee Homesites or Chief Martin Charlo Homesites please be aware you will receive to statements. One from the Housing Authority for your water and one from Arlee/Lake County Sewer District for your sewer. If you fail to maintain your sewer bill the Housing Authority will be notified and your water could be turned off until the account with Arlee is paid in full. You would then be responsible to pay the Housing Authority water turn on fee.
5. **St. Ignatius Residents** along St. Mary's Drive and Home Addition. Please be aware you will receive to statements. One from the Housing Authority for your sewer and one from St. Ignatius Water/Sewer District for your water.

Any questions contact

Rocki Davis  
Community Systems Program Manager





## COMMUNITY SYSTEMS

### TURN OFF AND TURN ON REQUESTS

Client: \_\_\_\_\_

Physical Address: \_\_\_\_\_ City: \_\_\_\_\_

Meter# \_\_\_\_\_ WSO# \_\_\_\_\_ Customer # **C** \_\_\_\_\_

#### TURN OFF WATER SERVICE

Please turn off the water services at the above described location.

Date Completed: \_\_\_\_\_ Meter Reading: \_\_\_\_\_ Operator: \_\_\_\_\_

#### TURN ON OF WATER SERVICE

Operators please turn on the services at the above described location. Once complete please have the client or their representative sign the acknowledgment at the bottom of this page.

Client has been informed that they must be present or have someone at the home when the services are turned back on.

Date Completed: \_\_\_\_\_ Meter Reading: \_\_\_\_\_ Operator: \_\_\_\_\_

#### **CLIENT MUST COMPLETE:**

I acknowledge that I will be billed a \$50.00 turn on fee and also be responsible for the first month service charges.

Date: \_\_\_\_\_ Client signature: \_\_\_\_\_

Printed name: \_\_\_\_\_

Mailing address: \_\_\_\_\_ City: \_\_\_\_\_ ZIP \_\_\_\_\_

Telephone Number: \_\_\_\_\_  Mobile  Land Line  Message

#### FOR OFFICE USE:

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Removed Price Grouping    | <input type="checkbox"/> Removed from Program | <input type="checkbox"/> Attach to Customer Card       |
| <input type="checkbox"/> Application for Program   | <input type="checkbox"/> Added Price Grouping | <input type="checkbox"/> Green Sheet – First month fee |
| <input type="checkbox"/> Green Sheet – turn on fee |   |  |