

UTILITY BILLING SERVICES, INC.
Tenant Application for Utility Service

Please Print

Date Agreement Signed _____ / _____ / _____ Date Service Begins _____ / _____ / _____
(m) (d) (y) (m) (d) (y)

Property Name **Hillpoint Woods Apts.**, Unit # _____ Tenant's SSN _____ - _____ - _____

Tenant's Name _____
(Last) (First) (MI)

Tenant's Employer _____

Tenant's New Home Telephone # (_____) _____ Work # (_____) _____

Will Tenant Occupy the Unit? _____ # of Occupants _____ # of Bath Facilities _____

Are there Washer/Dryer Connections? Y or N Is There A Dishwasher? Y or N

Do You Own A Clothes Washing Machine? Y or N

Co-Tenant's SSN _____ - _____ - _____

Co-Tenant's Name _____
(Last) (First) (MI)

Co-Tenant's Employer _____

Co-Tenant's Work Telephone # (_____) _____

In Case of Emergency, contact _____
(Name) (Relationship)

Emergency Contact Telephone # (_____) _____

Emergency Contact Address _____

Water deposit amount is \$20.00. Checks are to be made payable to Utility Billing Services, Inc. For your convenience, we will mail your check for you. In the event you should decide to cancel prior to your move-in date, it is your responsibility to notify Utility Billing Services, Inc. in writing to receive a refund.

Office Use Only
Deposit amt. \$ _____
Received ____/____/____
App. Faxed ____/____/____

Signature _____ **Date** _____
(Applicant)

Signature _____ **Date** _____
(Co-Applciant)





601 Hill Point Boulevard, #161
Suffolk, Virginia 23434
(757) 923-2700 / (757) 923-5200 (fax)
office@hillpointwoods.com
www.hillpointwoods.com



UTILITY BILLING SERVICES

Utility Billing Services, Inc. is a corporation based in Tennessee. We have contracted them to serve as our water-metering agent. Once you have paid your \$20.00 water deposit and your application for water is sent, you must sign a Reimbursement Agreement. Upon completing the above listed, you will receive a bill in the mail monthly, to be paid to Utility Billing Services, that charges you for water consumption per your apartment only.

In signing your Reimbursement Agreement, you understand and have agreed to the following:

- Should you become delinquent or fail to pay on your account, Utility Billing Services has sole authority to restrict your water consumption until the account becomes current.
- Residents will be charged a monthly fee for receiving, accounting, and collection duties by Utility Billing Services in the amount of \$3.02. Consider this a processing fee.
- The \$20.00 deposit that the resident pays is held by Utility Billing Services until the resident gives a written, dated, and signed notice they are moving from the unit, along with the date to terminate utility service. Within 90 days after receiving the residents notice, the balance of the deposit, if any, will be credited to the resident by Utility Billing Services.
- Residents will be held responsible for any damage they have caused to the Sub-Metering equipment installed in the unit.
- Payments to Utility Billing Services should be paid in full, and be received in their office within 10 days of being mailed to residents. A late charge of \$5.00 will be added should your payment be late. If the utility flow is restricted due to a delinquent account, you will pay a reconnect fee along with any other existing charges.

Hillpoint Woods and its' Management and Staff are not to be held responsible for any discrepancies including, but not limited to, monthly billing, shut-off to utility flow, or the receiving and crediting of residents payments on their account. All bills and/or correspondence should be directed to the following address:

**UTILITY BILLING SERVICES
110 Space Park Drive
Nashville, Tennessee 37211**