



**BARRINGTON**  
*Be Inspired.*

**TERMINATION OF UTILITY SERVICE**

**Services to be Terminated** – Indicate the type of services that need to be terminated.

Type of Request:	<input type="checkbox"/> Terminate Service	Service	Termination Date:
Service(s):	<input type="checkbox"/> Water, Sewer, and Refuse	<input type="checkbox"/> Water and Sewer, No Refuse	
	<input type="checkbox"/> Water Only	<input type="checkbox"/> Sewer Only	<input type="checkbox"/> Refuse Only

**Customer and Forwarding Information** – Complete the required customer contact information.

Name(s) on Account: \_\_\_\_\_

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

Forwarding Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Property Owner Information: Do you own or rent the property?  Own  Rent

If Renting, please complete:

Owner Name: \_\_\_\_\_

Owner Address: \_\_\_\_\_

Owner Phone: \_\_\_\_\_

Lease End Date: \_\_\_\_\_

By signing below, the signatory acknowledges that they have reviewed the terms and conditions for use of the Village of Barrington’s utility services as set forth in Title 9 of the Barrington Village Code and as outlined on the reverse side of this form and agree to those terms and conditions of service. The signatory also agrees to accept responsibility for the utility services that have been provided by the Village of Barrington at the service address through the date service is terminated as indicated above. **A collection service will be used to collect the outstanding balance from the person responsible for the account if payment is not remitted to the Village by the due date on the final Utility Bill.**

Signature

Date

**Village Use Only**

Date Application Received: \_\_\_\_\_

Village Account  
Number: \_\_\_\_\_

**Summary of**  
**Terms and Conditions for Use of the Village of Barrington's Utility Services**  
(the full text of Chapter 9 of the Barrington Village Code should be reviewed)

1. **Property Owner Responsible for Water Service** - The Village provides water service to the property being served and therefore the owner of that property remains ultimately responsible for paying for those services. The Village does not get involved in owner-tenant disputes and it is the owner's responsibility to make arrangements to ensure payment is made for a tenant's water usage.
2. **Water and Sewer Charges** – Charges for service are based on water consumption per 1,000 gallons plus a fixed charge based on meter size. The consumption reading on the front of the bill should be converted to thousands of gallons, so 5.30 is equal to 5,300 gallons consumed.
3. **Recycling & Refuse** – Recycling & Refuse charges are included as part of your utility but are billed two (2) months in advance of these services being rendered. The first bill is prorated from the beginning of service to the end of the prepaid two month period.
4. **Senior Refuse Rate** – A discounted refuse rate is available to residents over the age of 65 who qualify for the State of Illinois circuit breaker program. Applications can be completed at Village Hall; please bring a form of State Identification that indicates your age.
5. **Methods of Payment** – The Village accepts cash, checks, or credit cards (MasterCard, Discover, American Express but no Visa) at the front counter of Village Hall. You can also pay online at the Village's website. Please note, a convenience fee to cover the cost of any discount or processing fee charged by the credit card company is charge for payments made by credit card. The Village also offers direct debit from your checking account; contact Utility Billing or go to the Village website for more information.
6. **Payment Drop Box** – A payment drop box is located next to the US Postal Box near the exit to the Village Hall parking lot and is accessible 24 hours a day. Please do not deposit cash in the Payment Drop Box.
7. **Moving** – Please contact the Village's Utility Billing division for a final reading on your account.
8. **Late Payment Penalty** - A 10% penalty will be added if the total amount of the bill is not paid by the due date. Payment must be RECEIVED by the Village, not postmarked, by the due date to avoid the late penalty. Failure to receive utility bill does NOT exempt the customer from the penalty.
9. **Service Shut-Off for Non-Payment** – If you have received a disconnection notice, you must pay your balance in full by 4:00 PM on the Tuesday prior to the date your water service is scheduled to be disconnected. If your property is disconnected for non-payment there will be a \$50 charge to reconnect service. If payment is made within 72 hours of shut-off or if service is disconnected, only cash, cashier's check, money order, or credit cards will be accepted for payment.
10. **Liening of Property** – Illinois Statutes allow the Village to lien a property for non-payment of utility charges and the Village will exercise this authority as a last resort for non-payment of utility charges. The lien process typically will commence two weeks after the service has been disconnected for non-payment or whenever the Village determines that such lien(s) are necessary to protect the Village's interests. If your property is liened for non-payment, the fee for this process will be \$495.00 to reimburse the Village for the cost of preparing, recording, and releasing the lien; this amount will be included in the lien.
11. **Collections** – If the Village is unable to collect the amount owed for service by shutting off service or liening the property, the Village will use a collection service to attempt to collect the account balance from the person responsible for the account.
12. **Administrative Hearing** – You have the right to request an administrative hearing concerning your utility account with the Village. Requests for a hearing must be received no later than 5 business days prior to the date on which a service is scheduled to be disconnected. At the hearing, the utility customer or property owner may present evidence to dispute the delinquency of the charge or challenge the disconnection of service.