



BARRINGTON

TERMINATION OF UTILITY SERVICE

Customer and Forwarding Information – Please 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

Service Termination Date: _____ (Closing Date or Lease End Date)

If Renting, please complete: Owner Name: _____

Owner Address: _____

Owner Phone: _____

A FINAL BILL WILL BE PREPARED & MAILED TO THE FORWARDING ADDRESS ABOVE

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: _____

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. Responsibility for Payment of Water and Sewer Service** - The Village provides water and/or sewer service to certain properties inside and outside of the Village's corporate limits. The owner, occupant, and user of water and/or sewer services of that property are jointly and severally liable to pay for such service; however, the property owner remains ultimately responsible for payment thereof. The Village does not get involved in owner-tenant disputes and it is the owner's responsibility to ensure payment is made for a tenant's water and sewer service.
- 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 (cons) reading on the front of the bill is represented in thousands of gallons. Example: 5 cons is equal to 5,000 gallons consumed.
- 3. Recycling & Refuse** - Recycling & Refuse charges are included as part of your utility bill but are billed a month in advance of those services being rendered. The first bill is prorated from the beginning of service to the end of the prepaid one month period.
- 4. Discounted Refuse Rates** - Two discounted rates are available to qualified applicants. One discounted refuse rate is available to residents over the age of 65. A state ID must be shown to verify age. Another discounted refuse rate is available to those who qualify for the State of Illinois Benefit Access program. Proof of membership in the Benefit Access program is required. Applications to apply for the discounted rates are available at Village Hall.
- 5. Methods of Payment** - The Village accepts cash, checks, or credit cards (MasterCard, Discover, American Express, and Visa) at the front counter of Village Hall. You can also pay online at the Village's website. Please note, a processing fee is charged by the credit card company for payments made by credit card. The Village also offers direct debit from a checking or savings account at no charge; 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 complete a Termination of Service form found on the Village Website or at the Village Hall.
- 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 a utility bill does NOT exempt the customer from the penalty.
- 9. Service Shut-Off for Non-Payment** - If you receive a notice of disconnection, you must pay the balance due in full by 4:30 PM on the Friday prior to the date utility service is scheduled to be disconnected; if payment is not received by then, a \$50 administrative charge will be applied to the account. If payment is made within 72 hours of shut-off or if service is disconnected, the Village will only accept payment by cash, credit card, cashier's check or money order. Personal checks will not be accepted. If service is disconnected, the reconnection waiver must be received before service is reinstated.
- 10. Property Lien for Non-Payment** - Illinois Statute allows the Village to lien a property for non-payment of utility charges, and the Village will exercise this authority. 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. In addition to the total amount of the utility charge(s) due, an additional fee of \$495.00 is added to the amount of the lien in order to reimburse the Village for the cost of preparing, recording, and releasing the lien.
- 11. Collections** - If the Village is unable to collect the amount owed for service by shutting off service or a property lien, the Village will use a collection service to attempt to collect the amount due.
- 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 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.



BARRINGTON

Be Inspired.

Village of Barrington

200 South Hough Street • Barrington, Illinois 60010

Phone: (847) 304-3400 • Fax (847) 381-7506 • Web: <http://www.barrington-il.gov>

Business Hours: Village Hall – 8:00 AM to 4:30 PM, M-F • Public Works – 6:30 AM to 3:00 PM, M-F