



**SOUTH GRANVILLE WATER AND SEWER AUTHORITY**  
**Residential Service Application**

SGWASA is an equal opportunity provider.

phone 919-575-3367 fax 919-575-4547

**Application Date:** \_\_\_\_\_  
**Connection Date:** \_\_\_\_\_  
**Disconnection Date:** \_\_\_\_\_

**Office Use Only:**

Rt/Seq \_\_\_\_\_ Acct# \_\_\_\_\_ WO # \_\_\_\_\_

Processed by: \_\_\_\_\_ Date: \_\_\_\_\_  Connect  Change  Disconnect  Other

Preferred Time:  Morning (8:30am – 11:30am)  
For Connection  Afternoon (1:00pm – 4:00pm)

*We do not require you to furnish your SS#. If provided, we must see your social security card for validation and your SS# will be used for identity verification and debt collection; see the back of this form for more details.*

**Name:** \_\_\_\_\_ **SS#** \_\_\_\_\_  
*Optional:*  Male  Female **DOB** \_\_\_\_\_  
*Optional:*  Asian  Black  Hispanic  White  Mixed/Other **DL: State** \_\_\_\_\_ **#:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **SS#** \_\_\_\_\_  
(Joint Account Holder *optional*) **DOB** \_\_\_\_\_  
**DL: State** \_\_\_\_\_ **#:** \_\_\_\_\_

**Service Street Address:** \_\_\_\_\_

**Service City, State Zip:** \_\_\_\_\_

**Ownership of property:**  Own  Rent/Lease from \_\_\_\_\_

**Bill Mailing Address:** \_\_\_\_\_  
(If Different From Above) \_\_\_\_\_

**Primary telephone #:** \_\_\_\_\_ **Cell?**  yes  no  
**Secondary telephone #:** \_\_\_\_\_ **Cell?**  yes  no  
**Code Red Emergency Call #:** \_\_\_\_\_ **If cell**  voice  text  
**Email:** \_\_\_\_\_  
**Employer:** \_\_\_\_\_ **Telephone #:** \_\_\_\_\_

*If others allowed to inquire about your account, list names/info below:*

Name \_\_\_\_\_ SS# XXX-XX- \_\_\_\_\_ DOB \_\_\_\_\_

Name \_\_\_\_\_ SS# XXX-XX- \_\_\_\_\_ DOB \_\_\_\_\_

**IT IS THE CUSTOMER'S RESPONSIBILITY TO ENSURE THAT FAUCETS, COMMODOES, APPLIANCES, ETC. ARE OFF PRIOR TO REQUESTING SERVICE TO BE CONNECTED. ALSO, BY SIGNING THIS APPLICATION, THE UNDERSIGNED ACKNOWLEDGES NOTICE OF THE BILLING TERMS AND PROCEDURES LISTED ON THE REVERSE SIDE OF THIS FORM.**

**Signature** \_\_\_\_\_

**Transfers:**

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

Transferring from : \_\_\_\_\_  
Route/Seq \_\_\_\_\_ / \_\_\_\_\_

Transferring to : \_\_\_\_\_  
Route/Seq \_\_\_\_\_ / \_\_\_\_\_

**Office Use Only: Fees**

\$ \_\_\_\_\_ Water Tap type \_\_\_\_\_

\$ \_\_\_\_\_ Sewer Tap type \_\_\_\_\_

\$ \_\_\_\_\_ Customer Deposit (refundable)

\$ \_\_\_\_\_ App Fee: \_\_\_\_\_

\$ \_\_\_\_\_ Other: \_\_\_\_\_

\$ \_\_\_\_\_ **Total Fees Collected**

**TO APPLY FOR SGWASA UTILITY SERVICE, YOU WILL NEED:**

- Service Application Form
- \$10 Account Setup Fee
- Social Security Card (or other approved 2<sup>nd</sup> ID)  
*If no SS# provided deposit will be higher (see below)*
- Driver's License (or other approved photo ID)
- Copy of lease if renting
- Deposit (see below)

**Applications by appointment only. No Same Day Services.**

An individual in whose name an application is made, shall be responsible for payment of all bills incurred in connection with the services furnished.

**DEPOSIT \$150.00** or 1 month combined base rate, whichever is > Deposit can be made by *cash, check, or money order.*

**DEPOSIT \$300** if no Social Security number is provided.

A deposit is required for each account, including bulk accounts. When an account is closed, the deposit is applied to the final bill. If there is a credit balance > \$2, that amount will be refunded, provided a current mailing address is available. If customer moves from one SGWASA address to another, the deposit will be transferred. SGWASA is not required to pay interest on any deposits.

**BILLING**

Customer bills are mailed out no later than the 25th of each month and represents actual usage for the previous month. (For example, bills dated 12-25-20xx represents usage for November).

**FAILURE TO RECEIVE BILL IN THE MAIL DOES NOT EXCUSE RESPONSIBILITY FOR TIMELY PAYMENT OR PREVENT SERVICE DISCONNECTION.**

**IF YOU LEAVE OR MOVE-OUT WITHOUT NOTIFYING SGWASA YOU ARE RESPONSIBLE FOR PAYMENT OF SERVICE UNTIL YOUR ACCOUNT IS CLOSED.**

**LATE FEE 1.5% (\$5.00 minimum)**

Payment is due by **5:00 p.m. on the 5th of each month** or the next working day after the 5th (if on a holiday or weekend). No past due notices will be sent.

**NON-PAYMENT (CUTOFF) ADMINISTRATION FEE \$75.00**

If payments are not received in full by **5:00 p.m. on the 12<sup>th</sup> of the following month** or the next working day after the 12th (if on a holiday) or Monday (if the 12<sup>th</sup> is on a Thursday, Friday, or weekend), a \$75 administrative fee (non-payment fee) will be applied and services will be disconnected for accounts with an unpaid balance of \$20 or more.

**Fee will not be waived regardless of disconnect status.**

Disconnection for non-payment will not occur on a Friday, weekend, or holiday. Prior to reconnection of service, non-payment fee and all arrears must be paid in full.

No reconnection promised after 3:00 pm.

**REQUEST FOR REREAD AND MULTIPLE TRIPS FEE \$25.00**

There is a charge for customer-initiated requests for rereads; however, if meter was misread by meter staff, there will be no reread charge. After the 1st trip to connect water, the customer will be charged \$25 per trip.

**TAMPERING FEE \$100.00**

Tampering with a meter is a criminal offense. (State Statute G.S. 14-151.1) \$500.00 fine, 2 years in prison, or both.

**METER RE-INSTALLATION FEE \$100.00**

**RETURNED CHECK / DRAFT FEE \$35.00**

A 2<sup>nd</sup> returned check or draft will require future payments by cash or money order only for 6 months. A 3<sup>rd</sup> returned check/draft initiates a 3 year "cash only" payment status. If a check returns from the bank that was given to prevent disconnection, your services will be turned off on the day we receive the check back from the bank.

**SERVICE TRANSFER FEE \$25.00 – No Same Day Services**

**Social Security numbers:** SGWASA does not require an account holder to provide a social security number; however, opening an account without a social security number may require a higher customer deposit to minimize SGWASA's bad debt. Your social security number is used for identity verification and debt collection purposes. If you leave SGWASA with an unpaid balance, your social security number (and the number of any account co-owner) is used to submit the unpaid debt to the NC Debt Setoff program and/or other collection agencies.

**WATER/SEWER RATES (FY 2021-2022) EFF 7/1/2021**

**Residential** Water/Sewer base rate 0-2000 gallons; \$86.84  
Usage over 2000 gallons billed at \$19.44 per 1000 gal.

**Hours of Operation**

Monday through Friday, except holidays  
Business Hours  
8:30 a.m. - 4:30 p.m.  
Lobby Hours  
9:00 a.m. - 4:00 p.m.

Telephone: 919-575-3367  
Website: www.sgwasa.org

**After hours/emergency telephone numbers:**

**(919) 690-0444 (919) 690-0445 (919) 690-4777**

<b>Bill Date</b>	<b>Pay by 5:00pm on this date to avoid late fee</b>	<b>Pay by 5:00pm on this date to avoid cutoff</b>
02/25/22	03/07/22	04/12/22
03/25/22	04/05/22	05/16/22
04/25/22	05/05/22	06/13/22
05/25/22	06/06/22	07/12/22
06/25/22	07/05/22	08/15/22
07/25/22	08/05/22	09/12/22
08/25/22	09/06/22	10/12/22
09/25/22	10/05/22	11/14/22
10/25/22	11/07/22	12/12/22
11/25/22	12/05/22	01/17/23
12/25/22	01/05/23	02/13/23
01/25/23	02/06/23	03/13/23

*These dates are subject to change.*

**Methods available to pay your bill(s):**

- **In person** at Administrative Office  
9:00 a.m. - 4:00 p.m. weekdays except holidays.  
We accept cash, check, cashier check, Visa, Master Card, Debit Card, and money order in the office.  
**NO STARTER / COUNTER CHECKS ACCEPTED**
- **Mail to:** South Granville Water and Sewer Authority  
415 Central Ave, STE B  
Butner, NC 27509-1915
- **Bank draft** (contact our office for details)
- **Drop box** located in parking lot.  
We do not recommend paying by cash in drop box.
- **Online Payment Portal** using debit or credit card.  
Link to the payment portal via [www.sgwasa.org](http://www.sgwasa.org)
- **Bank bill pay** (if available with your bank)

**Please include payment stub and/or account number on check or money order to insure proper credit to the account. When paying at the office, please bring entire bill with you.**

**For your protection, we cannot discuss account information with anyone except the customer whose name appears on the account unless you have previously authorized access via the proper form(s). If someone else will be paying your bill (including a spouse, family member, roommate, etc.) always send the bill/stub.**

If you have a problem or question regarding your bill, please contact our office at 575-3367 during regular business hours.

**SGWASA is an equal opportunity provider!**

Revised 03/16/22 AN & BB