

**RESIDENTIAL APPLICATION FOR WATER AND/OR SEWER SERVICE  
FOR WEST JACKSON COUNTY UTILITY DISTRICT**

**West Jackson County Utility District is an equal opportunity employer and provider.**

1. **“The applicant agrees to follow the guidelines set forth by the State Department of Health regarding onsite wastewater disposal.”** The applicant agrees to pay all water and/or sewer charges in accordance with the current WJCUD ordinances. The applicant agrees to pay all legal and/or collection fees accrued during collection of any delinquent bill due to WJCUD. **The applicant agrees to pay the prevailing deposit. Homeowners may elect to sign up for bank draft and have their deposit waived provided they remain on draft with no drafts being returned for any reason.** The deposit is non-interest bearing. In the event that any charge is not paid, the applicant understands that the applicant’s sewer and/or water service will be terminated until such payment is remitted along with the current deposit amount and disconnect processing fees.
2. Upon discontinuance of service, the deposit will be used to offset any unpaid balance of the water/sewer bill and the remaining portion of the deposit will be mailed to the customer supplied forwarding address.
3. **The applicant understands that any and all equipment installed by WJCUD on the applicant’s property belongs to the WJCUD and further understands that no tampering of any kind with the said equipment will be permitted. ALL WJCUD Water and Sewer services and connections MUST BE FREE of all obstructions (including landscape) within a 5’ radius.** Tampering with any WJCUD equipment is punishable under WJCUD Ordinances and/or Mississippi State Law.
4. The applicant understands that only **one** residence may be served under this contract and that no additional residence or unit will be permitted to obtain water and/or service through his lines without the express written consent of WJCUD.
5. The applicant understands that the sewer line connecting his residence to the grinder station, or the gravity sewer line from the residence to the property line, or the water line from the residence to the water meter is the property of the applicant, therefore any damage or repairs to these lines are the responsibility of the applicant. WJCUD retains the right to inspect said lines and require any repairs that may be necessary to prevent leakage into or out of the water or sewer system. The applicant agrees to give ingress/egress of his property to the WJCUD for the express purpose of repair, inspection, and maintenance of the water/sewer system.
6. New water/sewer services will be turned on during normal business hours only.
7. All complaints against charges must be submitted to the WJCUD prior to the due date shown on the bill or WJCUD will assume that all charges are correct and collect the amount shown on said bill.

Applicant Name: \_\_\_\_\_ Co-Applicant \_\_\_\_\_

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

Home Telephone: \_\_\_\_\_ Co-Applicant Telephone : \_\_\_\_\_

Applicant Driver’s Lic No: \_\_\_\_\_ Co-Applicant Driver’s Lic No: \_\_\_\_\_

Social \_\_\_\_\_ DOB \_\_\_\_/\_\_\_\_/\_\_\_\_ Social \_\_\_\_\_ DOB \_\_\_\_/\_\_\_\_/\_\_\_\_

Ethnicity(OPTIONAL): \_\_AfricanAmerican \_\_Asian Ethnicity(OPTIONAL): \_\_AfricanAmerican \_\_Asian  
\_\_Caucasian \_\_Hawaiian \_\_Hispanic/Latino \_\_Caucasian \_\_Hawaiian \_\_Hispanic/Latino  
\_\_Native American \_\_Other \_\_Native American \_\_Other

Email \_\_\_\_\_ Do you Own or Rent(please circle one) Owner Name \_\_\_\_\_

I have read and agree to the terms and conditions of this contract. I further agree to abide by and follow the Water Use, Sewer Use, and User Charge Ordinances where applicable.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Co-Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Printed Name: \_\_\_\_\_

**For Office Use Only**

Cycle 1 (North of the interstate) Cycle 2 (South of the interstate)  
Cycle 1 Bills on last day of month for period 1<sup>st</sup> to last day of month, due 15<sup>th</sup>, drafts 15<sup>th</sup> **OR** nearest business day.  
Cycle 2 Bills on 15<sup>th</sup> of month for period 16<sup>th</sup> to 15<sup>th</sup>, due last day of month, drafts last **business day**

CSR: \_\_\_\_\_ Application Date: \_\_\_\_\_ New Account #: \_\_\_\_\_ Cycle 1 or 2

Circle Svc Type:

Water & Sewer Deposit Amt: \_\_\_\_\_ Payment Type: MO CA CC CK # \_\_\_\_\_  
Water Only /Sewer Only/Both Or Bank Draft - complete back of this form.

Work Order # \_\_\_\_\_

Revised Aug 8 2019

WEST JACKSON COUNTY UTILITY DISTRICT

7200 McCann Rd

PO BOX 1230

OCEAN SPRINGS, MS 39566

(228) 872-3898

AUTOMATIC BANK DRAFT ENROLLMENT FORM

NOTE: READ THIS PORTION VERY CAREFULLY!!!

We are pleased to offer FREE automatic draft for payment of your utility bills. Homeowners will be eligible to have their required deposit waived if they set up bank draft at the time of their application for service.

The current utility deposit amount will become due immediately to avoid service interruption PLUS ALL FEES if any draft is returned for any reason or if customer calls to cancel their draft.

Customer Signature: X \_\_\_\_\_

Customer Name: \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_

Bank Name: \_\_\_\_\_

Routing # \_\_\_\_\_ Account # \_\_\_\_\_

Checking or Savings (Circle Account Type)

Draft will start on your first billing cycle.

Cycle 1 will draft on the 15th of the month OR NEAREST business day, Cycle 2 on the last BUSINESS day of the month.

PAYMENT MUST BE MADE 5 BUSINESS DAYS PRIOR TO BANK DRAFT DATE TO AVOID DRAFT OUT OF YOUR ACCT.

Please attach a voided check to ensure proper set up of your bank account information.

X \_\_\_\_\_ Customer Signature

Date Received: \_\_\_\_\_ CSR Initials: \_\_\_\_\_

IMPORTANT NOTICE:

I understand that it is my responsibility to see that all faucets are turned off when requesting water service from WJCUD. West Jackson County Utility District will not be held liable for damages incurred if a faucet is left open when service is turned on.

SIGNATURE X \_\_\_\_\_

DATE X \_\_\_\_\_ Service Start Date : \_\_\_\_\_

OFFICE USE ONLY – Checklist for Application for Service

Initial

- 1) Customer will need lease or proof of ownership, copy of ID (must match name of applicant). If there are Co-applicants both IDs must be copied and both must sign application.
2) Check address to make sure we service. See if water and sewer or one service only.
3) Have customer complete application. Once completed, search for balances owed by customer or other parties on lease. If balance owed, clear balance before continuing.
4) Review all fields on application and make sure bank draft information is complete or deposit is paid. Make copies of ID(s) and lease or ownership papers. Make copies of application to give to customer. Do Work Order.
5) If previous tenant is not inactive, do moveout and scan into old tenants account.



# West Jackson County Utility District

Physical Address:  
7200 McCann Road  
Biloxi, MS 39532

Mailing Address:  
P.O. Box 1230  
Ocean Springs, MS 39566-1230

Phone (228) 872-3898

[www.wjcupd.com](http://www.wjcupd.com)

Fax (228) 872-3861

## Bill Collection and Delinquency Policies Summary

**Cycle 1** – Includes North of the Interstate

**Cycle 1** – Billed on the last day of the month.

**Cycle 2** – Includes South of the Interstate

**Cycle 2** – Billed on the 15<sup>th</sup> of each month

Each cycle will be billed according to the information above. WJCUD is not responsible for the delivery of mail. It is the customer's responsibility to make payment by the due date whether or not you receive a copy of your statement.

A late fee of will be assessed to the balance if not paid 4 days after the due date.

Any account that has not been paid 10 days after the due date is subject to disconnect.

Service may be disconnected at any time following the due date indicated on the statement if not paid in full. An account that is processed out for disconnect due to non payment may be charged additional fees (Disconnect processing fee and/or deposit charge or increase). Discontinuation of service includes immediate account suspension and may include physical interruption of water and/or wastewater services. Upon payment of all outstanding bills and any fees, WJCUD may resume service.

I have read and agree to the terms and conditions above.

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Signature

Date