



Partial Deposit Refund Application

Request for release of parts of deposit for use as Utility Credit

Date: ____/____/____

Name: _____ Account #: _____

Service Address: _____

Owner Billing Address: _____

City: _____ State: _____ ZIP Code: _____

Phone: (____) _____ - _____ Mobile Work Home (Circle One)

Phone: (____) _____ - _____ Mobile Work Home (Circle One)

Original Deposit Amount: _____

Original Deposit includes \$150 for Water/Sewer and \$50 for Sanitation.

Certification of Good Standing:

I hereby certify that my/our account has been in good standing (no more than one (1) late payment, no returned checks marked NSF, and no disconnections of service due to failure to pay, and that we request partial refund of the original deposit under Section 13.16.025 B. d. of the Code of Ordinances of the City of Locust Grove.

Signature: _____

NOTE: Refund is based after verification of Good Standing and will be refunded an amount up to one half of the original deposit or \$50, whichever is greater (some older accounts may be less due to deposits in time of only \$35 or less) for a period up to 6 months after review of account type (water only, water/sewer) and billing amount.

Staff Use:

Account Verification? Yes No Refund Processed? Yes No

Account in Good Standing? Yes No Amount/Length of Credit? _____