



P.O. BOX 560008
17404 SIXTH STREET, MONTVERDE, FL 34756
PHONE: 407-469-2681

UTILITY SERVICE REQUEST FORM

CUSTOMER INFORMATION

Date Service Requested: _____

First Name: _____ Last Name: _____

Phone Number: _____ E-Mail Address: _____

Service Address: _____

Mailing Address: _____

Forwarding Address: _____

Signature of Owner or Tenant: _____

Date: _____

SERVICE REQUESTED

- | | |
|---|--|
| <input type="checkbox"/> Connection | <input type="checkbox"/> Disconnection |
| <input type="checkbox"/> Trash Can | <input type="checkbox"/> Recycle Bin |
| <input type="checkbox"/> Temporary Turn off Request | <input type="checkbox"/> Garbage Only |

Service Performed By: _____

Date Service Performed: _____

Comments:

Account Number: _____

Welcome to the Town of Montverde

Residential Customers:

Utility Deposit Home Owners: A utility deposit of \$150.00 and a turn - on fee of \$35.00 must be paid at time of application for new services and form of ID. For termination of your services, you must submit the proper form to Town Hall in writing including a forwarding address. Your request will be process and a \$35.00 cut-off will be applied. Your deposit will be applied to the final utility bill and any remaining deposit will be refunded.

Utility Deposit Tenant/Rental Homes: A utility deposit of \$400.00 and a turn - on fee of \$35.00 must be paid at time of application for new services and form of ID. A copy of your rental/lease agreement for the service location or landlord tenant affidavit. For termination of your services, you must submit the proper form to Town Hall in writing including a forwarding address. Your request will be process and a \$35.00 cut-off will be applied. Your deposit will be applied to the final utility bill and any remaining deposit will be refunded.

The Town provides garbage ONLY service to 4-Lakes at the deposit of \$50.00. If the garbage account remains unpaid for a period of 30 days services, the Town may apply your only deposit. To restore service all remaining balance will need to be paid including garbage-only deposit will be required.

The utility bills are mailed on or about the first day of the month and are due by the 20th of the month. If any monthly bill for water service remains unpaid on or after the 20 days from the submission of the bill for such service, a penalty of 10% of the bill shall be imposed and added to the bill. If the bill remains due and unpaid for a period of 30 days from the date of submission of such bill, the water service will be disconnected. To restore service any outstanding balance including all charges, disconnection and reconnection fee; will need to be paid in full, in addition to any deposit.

Waste Pro – 352-366-0352

Garbage and Recycle Days

Garbage – Monday and Thursday –

Recycle – Wednesday –

Bulk/Yard – Thursday. When disposing of Bulk items please notify Waste Pro at 352-366-0352 before placing items out.

Payment can be made at Town Hall, or you can drop off your payment in the Green Correspondence Box in the Parking lot, or mailed payment to Town of Montverde. PO Box 560008, Montverde FL 34756.

New Payment Process!!!!

The Town has a new payment process to pay on line.

Please go to the home page.

Town's website www.mymontverde.com

And click on the water faucet which will take you to the new and improved payment site.

On the left hand side of the screen you will see a place to enter your WEB ID Number: xxxxxx this six (6) digits number is on the top right of your utility bill and then enter the first four (4) characters of the account holder last name and hit (Next)

This will bring you to a screen where you can see your account information and you can make the payment. **If you have the old payment site saved in your favorites, please delete and save the new site.**

Should you have additional questions, please feel free to contact Town Hall at (407)469-2681

Thank You!!



Bank Draft Information Form

Attention: Bank Drafts are deducted from your Bank Account on the 15th of the month.

Utility Customer Name: _____

Utility Customer Physical Address: _____

Utility Account Number: _____

Customer Contact Phone #: _____

Name of Bank: _____

Bank Routing #: _____

Checking or Savings Account #: _____

Customer Signature: _____

Date: _____

*******MUST ATTACH A VOID CHECK WITH THIS FORM*******

All Returned ACH Checks Will Have A NSF Fee of \$25.00 And Will Be Disconnected Immediately Along With A \$35.00 Disconnection Fee and A \$35.00 Re-Connection Fee.