



# VILLAGE OF ALMONT- SERVICE REQUEST FORM

817 N. Main St. Almont, MI 48003

Office Hours: Monday-Thursday 7:00am-5:00pm

Phone: 810-798-8528

Email: [ppardo@almontvillage.org](mailto:ppardo@almontvillage.org)

## Customer information:

Date of Request: \_\_\_\_\_

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

Phone: \_\_\_\_\_

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

Email: \_\_\_\_\_

Billing Address: \_\_\_\_\_

PO Box: \_\_\_\_\_

State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Please check one: ☐ New ☐ Existing ☐ Owner ☐ Renter ☐ Property Transfer

Please select the service you require:

Effective Date: \_\_\_\_\_

☐ Final Read (24 hour notice required) ☐ Water Shut off /on(25.00 fee) ☐ Enroll for paperless billing

☐ Pull Meter (100.00 fee) ☐ Reinstall Meter (100.00 fee) ☐ un-enroll for paperless

☐ Change Billing address: \_\_\_\_\_

☐ Change Email address: \_\_\_\_\_

☐ Name Change: \_\_\_\_\_

**EMAIL ADDRESS IS REQUIRED FOR FINAL WATER BILL. PAYMENT FOR FINAL WATER BILL IS DUE WITHIN TEN DAYS**

## If Final read, please provide:

Name of New Occupant: \_\_\_\_\_ New Occupant Telephone # \_\_\_\_\_

**Please read and acknowledge this important information regarding your email delivery method.**

**Terms and Conditions:** By completing this enrollment form, you are choosing to receive your Village of Almont Utility Bill electronically and will not be receiving a bill by mail. You have the right to withdraw your consent at any time by emailing a copy of this form to the Utility Billing Clerk. Once enrolled in the electronic e-bill program, you are responsible for ensuring receipt of email. The Village of Almont will email your statement to the address you provide and if you fail to receive it, you are responsible for all charges on the account by the due date. To ensure that we are able to provide you with accurate billing information, **you must update us with any changes to your email account.**

**Email Address:** \_\_\_\_\_

Signature of

Requestor/owner: \_\_\_\_\_ Date: \_\_\_\_\_

## OFFICE USE ONLY

☐ Village Office

☐ Township Office

☐ Assessor's Office

☐ DDA Office