



NEW BERN

NORTH CAROLINA

Welcome to The City of New Bern

Steven Anderson
BUSINESS OFFICE MANAGER

UTILITY BUSINESS OFFICE
606 Ft. Totten Drive
P.O. Box 1710
New Bern NC 28563-1710

Phone 252-639-2750

Website: www.newbern-nc.org

Email: UtilCustomerService@newbern-nc.org

Application for Commercial Utility Service

(Application must be processed by 11 AM for same day service)

Please either E-mail, mail, or drop off this application along with the following documents:

1. A copy of the lease agreement or proof of ownership.
2. A picture ID of the Authorized Company Representative.
3. If entity is a corporation, a copy of the Articles of Incorporation is required.
4. Required deposit. (please contact the office for a deposit quote)

If you have any questions, please do not hesitate to call the Utility Business Office at 252-639-2750.

Sincerely,

Customer Service Representative



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Application for Commercial/Industrial/Business Utility Service

(Application must be processed by 11 AM for same day service)

Date: _____ Service Representative: _____

Company Name: _____

For Proprietorship – (Owner Doing Business as a Company Name – Include names of all owners)

Company Entity: Proprietorship Partnership Corporation

Authorized Company Representative: _____

Service Address: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Number: _____ Fax: _____

Email: _____

Company's Federal Tax ID Number: _____

NC State Corporation I.D. #: _____

Services Requested: Electricity Water Sewer Refuse Start Date: _____

Requirements: Articles of Inc. (If filing as a Corporation or Partnership)

Lease Agreement or Sales Contract for ALL commercial accounts

Deposit / Bond / bank issued letter of credit for ALL commercial accounts

Proprietorship:

- Requires names, addresses and social security numbers for all owners
- Surety Bond on File OR Letter of Credit on File (\$10,000 minimum automatically renewable)
- Letter of Credit on File (\$10,000 minimum automatically renewable)
- Deposit Amount \$ _____

Corporation or Partnership:

- Requires Articles of Inc & Corporation ID#
- Requires names, addresses and social security numbers of all officers / partners
- Surety Bond on File OR Letter of Credit on File (\$10,000 minimum automatically renewable)
- Deposit Amount \$ _____

[] I have advised the customer that their account will be reviewed on an annual basis to assure that they are being billed in compliance of The City's Ordinances. _____ (Initials of Company Representative)

Application for Commercial/Industrial/Business Utility Service

Partnership / Corporation

Partners/ Officers:

<u>Name:</u>	<u>Title:</u>	<u>SSN:</u>	<u>Address:</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Proprietorship

Owners:

Name: _____ SSN: _____

Address: _____

Date of Birth: _____ Home Telephone #: _____

Driver's License Number: _____ State: _____ Verified

Name: _____ SSN: _____

Address: _____

Date of Birth: _____ Home Telephone #: _____

Driver's License Number: _____ State: _____ Verified

- Sign me up for **Auto Bank Draft.** I am not interested at this time _____ (initials).
- Sign me up for **E-Billing.** I am not interested at this time _____ (initials).
- Sign me up for **New Bern CONNECTS Round Up Program.** I am not interested at this time _____ (initials).

Application for Commercial/Industrial/Business Utility Service

The City of New Bern will make all reasonable efforts to provide continuous and uninterrupted utility service, but cannot be liable for loss or damage (direct, consequential or otherwise) caused by any failure to supply utilities, or by interruption, or by a connection, either initial or subsequent connection.

The rights and responsibilities of the City of New Bern and the customer regarding utility service include those set out in the City of New Bern's Policies and procedures Manual (a copy of which is available upon request). Those policies in effect for the date of this application may be updated or changed from time-to-time by the City of New Bern. (However, the terms and provisions of the Manual, as they might change, are incorporated in the Application.)

This application and the documents referred to in this application, specifically including the City of New Bern's policies and procedures Manual, constitute the entire agreement between the Customer and the City of New Bern with respect to the provision of utility service by the City. Neither party shall be responsible to the other except as specifically set out in this application and in those agreements or documents referred to in this application.

Although the City of New Bern and its customers may not always exercise the rights specified in these policies or available by law, that does not prevent the City of New Bern or the customer from exercising those rights at a later time.

The applicant understands that the City of New Bern must take actions and expend funds to comply with this request for service. By signing this application, the applicant signifies that he/she has the authority to request utility service both permanent and temporary to the premise identified in this application. By signing this application, the applicant requests permanent utility service to be preceded by temporary service if needed, for the location identified. Additional construction aid cost may be required per our line extension plan. Customer's failure to pay will entitle the City of New Bern to recourse against any deposit and reimbursement of costs (including reasonable attorney fees) incurred by the City in collection of any unpaid accounts.

Upon acceptance of this application, a valid contract is formed by the City of New Bern and the applicant.

Utility service will be subject to any and all rates, rules, regulations, policies, procedures, terms and conditions applicable to the service, and as revised by the City of New Bern with the authority given it by the North Carolina General Statue Chapter 160 A, Article 16.

The applicant further acknowledges that emails provided on this application may be utilized for the subscription of a quarterly commercial newsletter, aiming at improving services and communication with our customers. Customers who chose to discontinue the newsletter may inform our staff at the time of application or unsubscribe themselves upon receiving the newsletter.

This contract is formed upon acceptance and signature by the City of New Bern's representative and the customer.

Company: _____

By: _____ Title: _____
(Signature of Authorized Company Representative)

By: _____ Title: _____
(Signature of Authorized Company Representative)

(Signature of City of New Bern Representative)

[] Customer was advised their account will be reviewed on an annual basis to assure they are being billed in compliance with City ordinances.