



TOWN of BELHAVEN UTILTIY DEPARTMENT SERVICE APPLICATION REQUIREMENTS

The Town of Belhaven WELCOMES you to our Town!

NOTE: If this utility account is for a BUSINESS, a Zoning Permit must first be completed

PLEASE BRING ALL OF THE FOLLOWING DOCUMENTS (1-4) TO THE BELHAVEN MUNICIPAL BUILDING (315 E. MAIN STREET) IN ORDER TO GET YOUR UTILITIES, SET UP.

If you are not able to apply in person, please call the Utility Dept (252-943-3055) to make arrangements.

- 1) Customer must complete the UTILITY SERVICE APPLICATION on next page.
- 2) A NOTARIZED copy of your RENTAL AGREEMENT or *copy of your Deed if you own the property.*
- 3) SECURITY DEPOSIT is required for all applicants. **NO EXCEPTIONS.**
Deposit payment must be in the form of cash, personal check or cashier's check (No credit card)
- 4) All customers must show ONE official PROOF OF ID. List of Acceptable Documents are:
 - Driver's License
 - ID card issued by Federal, State or Local government agencies, or entities provided it contain photograph or information such as name and date of birth
 - School ID card containing photograph
 - Voters registration card
 - U.S. Military card of draft record
 - Military dependents ID card
 - U. S. Coast Guard Merchant Mariner Card
 - Native American Tribal document
 - Driver's license issued by a Canadian government authority

It may take up to 72 hours to have your utilities turned on once you have completed the application process, so plan accordingly.

TOWN of BELHAVEN, 315 E. MAIN STREET, BELHAVEN, NC 27810

PHONE: (252) 943-3055 FAX: (252) 943-2357

OFFICE HOURS: MONDAY – FRIDAY 8 A.M. – 4 P.M.

AFTER HOURS EMERGENCY& WEEKENDS: (252) 945-1713

The Utility Billing Cycle Explained:

The Town provides electricity, water, sewer and garbage removal to residents of Belhaven all on one convenient billing which you should receive in the mail on the 1st day of each month.

Payment of your utilities is due by the 15th of each month. After the 15th, a 5% penalty will be added to your bill. You then have until the 5th of the following month to pay your bill in full. Failure to pay will result in your utilities being cut off. Here is an example:

July 20 th	Your meter is read
August 1 st	You receive July's utility bill in the mail
August 15 th	Your utility bill is due by the 15 th of every month (unless it falls on a weekend or holiday)
August 16 th	5% Late Payment Penalty is added to your utility bill
September 1 st	You receive August's utility bill in the mail and payment is due by the 15 th
September 5 th	Last day to pay August 1 st bill. Failure to pay will result in your utilities being cut off (unless the 5 th falls on a weekend or holiday)

IMPORTANT: The Town will cut off your utility services if payment + penalties are not received by the 5th of the following month. To RESTORE service, both the current and previous month's bill MUST BE PAID along with a \$25 reconnection fee for reconnecting during regular business hours. If connection is required after hours, an additional \$75, plus both bills and the \$25 reconnection fee is required before a crew member is called for reconnection. YOUR PRESENCE is REQUIRED to ensure that no damage happens to the property while restoring utilities at the residence.

UTILITY PAYMENT OPTIONS:

Utility services may be paid by cash, check, credit/debit card, or money order.

For your convenience, the Town of Belhaven accepts payment a variety of ways:

- **Mail** – If you choose to mail a check each month, please include your bill stub for more accurate service. Please do not mail cash. Payments may be mailed to: Town of Belhaven, P.O. Box 220 Belhaven, NC 27810.
- **In Person** – Utility payments can be made in person at the Belhaven Town Office. Hours the office is open to the public is 8 AM to 4 PM. Please indicate if you would like a written receipt for your payment.
- **Drop-Box** – We have one drop-box located in the entrance of the Belhaven Town Office, located at 315 E. Main Street. Cash payment is NOT accepted when using this method of payment.
- **By Bank Draft** – Make arrangements with the utility office.
- **By Phone** – Have your account number available and pay with credit or debit card by calling 888-696-3055.



TOWN OF BELHAVEN UTILITIES SERVICE APPLICATION

NOTE: If this utility account is for a BUSINESS, a Zoning Permit must first be completed

Application Date: _____

Resident Name (please print): _____

****Date to *TURN ON* Service**** _____

Service Address: _____

Mailing Address (if different): _____

Driver's License or Federal ID: _____

Social Security #: _____

Birthdate: _____

Telephone: _____

Employer's Name: _____

Employer's Telephone: _____

Applicant's Last Known Address: _____

Have you had service with the Town of Belhaven before? ☐ YES ☐ NO

If so, what address? _____

Services Requested: ☐ Residential ☐ Electric ☐ Water ☐ Sewer ☐ Garbage

☐ Commercial ☐ Electric ☐ Water ☐ Sewer ☐ Garbage/Dumpster

Signature _____ Date _____

A DEPOSIT IS REQUIRED FOR ALL NEW APPLICANTS. NO EXCEPTIONS.

Please allow 72 hours to have your utilities turned on once you have completed the application process