



Mechanicsburg-Buffalo Water Commission  
P.O. Box 244 Buffalo, IL 62515

## Requirements for Service

### New Service

1. The tap fee is \$2000.00 for usual and customary installations. Customers are responsible for all installation costs. The tap fee includes materials for water line tap, up to 200 feet of pipe (a per foot charge will be assessed after 200 feet), meter pit, meter riser, fittings and meter 1" or under (service lines are appurtenances over 1" will be billed on a time and material basis) Tap fee will be higher if directional boring is required or a roadway bed must be cut, installation may be completed by the Water Commission which will employ the contractor, licensed plumber or qualified Commission Maintenance crew to perform the work. This does not include lead in the pipe from the water meter.
2. All new service requests must be reviewed and accepted by the Mechanicsburg-Buffalo Water Commission Board.
3. All customers must follow requirements for Cross Connections. Further information can be obtained by calling 217 588-8450.

### All Customers

4. All customers are required to pay a meter deposit of \$50.00 prior to commencement of water service (due upon receipt of this notice). This deposit will be refunded only after all customer debt with the Mechanicsburg-Buffalo Water Commission has been satisfied. Court action will be taken to recover customer balance.
5. Request for service disconnection is \$25.00.
6. Billing for water usage is on a monthly basis and the balance is due by the date listed on the bill. All bills must be paid either by mail or in person at the United Community Bank in Mechanicsburg. Employees of the Mechanicsburg-Buffalo Water Commission are not allowed to accept payments for service.
7. Customers will incur interest charges on any unpaid balance after one month of non-payment. We hope this never happens, however if it does, you will receive notice that you are subject to shutoff. If you have any questions or need to make bill paying arrangements call 217 588-8450. Customer disconnection will occur after the second month of non-payment. A \$50.00 reconnect fee will be assessed. Full payment of the balance and reconnection fee must be received as cash or cashier's check payment to be reconnected.



8. Customers who move to a different address will incur a \$50.00 service charge for service restoration.
9. All customers must keep the meter and meter pit top clean at all times so that the meters are accessible and easily read. Continued failure to do this will result in water service shut off until the meter and meter pit are in reasonable condition.
10. Any attempt to disable or bypass metering equipment is theft and will result as a theft report to the police department. All violators will be prosecuted to the fullest extent of the law.
11. Any damage to Mechanicsburg-Buffalo Water Commission equipment will be billed to the property owner.

I have read the forgoing statements and hereby request water supply and services by the Mechanicsburg-Buffalo Water Commission; furthermore I agree to the foregoing statements and accept them as a condition of this contract for water service by the Mechanicsburg-Buffalo Water Commission and the undersigned.

**Customer Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed**

**Customer Name:** \_\_\_\_\_

**Billing Address or Mailing Address:** \_\_\_\_\_

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

**Telephone Number:** \_\_\_\_\_

**FOR MBWC BOARD MEMBERS ONLY**

---

**President MBWC:** \_\_\_\_\_

**Secretary MBWC:** \_\_\_\_\_

**Treasurer MBWC:** \_\_\_\_\_