



Village of Malta - Water Dept.
302 S. 2nd Street
Malta IL. 60150
815-825-2330 ext. 1
Fax: 815-825-4412
e-mail: VillageofMalta@outlook.com

Application for Utility Service & Billing *Municipal policy requires that utility service accounts for water and sewer be held in the owner's name and that bills be mailed or e-mailed to the owner. Please complete this application to **establish, end or update** utility services. Bills may be sent to a tenant/renter by e-mail as a courtesy however the owner is responsible for payment.*

CHECK ONE Establish Service End Service Update Service

Service Address: _____

Previous or Current Address: _____

Owner Name: _____

Owner Address (if different that service address): _____

Primary Phone #: _____ Other Phone #: _____

Email Address: _____

Occupancy Type: Owner Occupied Leased to a tenant(s) Name: _____

If leased, do you wish to have a duplicate copy of the utility bill e-mailed to the "Occupant"?

Yes No Email Address: _____
Tenant Phone: _____

Property Type: Residential Commercial

If this is a Commercial Property, please provide:

Business Name: _____

Owner/Manager Name: _____

Phone #: _____ Email Address: _____

Requested Service Start Date: _____

Note: Available service start dates are Monday through Friday, excluding holidays.

Important information regarding your utility billing account:

1. Other than your first bill, you will receive a utility bill every two months.
2. Charges are based on **actual** water consumption, unless a meter reading cannot be obtained.
3. There is no security deposit.
4. Utility bills may be paid:
 - Online (villageofmalta.com) – Debit/Credit Card or routing and account number
 - ACH Direct Debit from your bank account (form can be found Online)
 - By Mail – Check, Money Order, or Cashier's Check accepted
 - in Person – All payment types at Village Hall or Resource Bank

Signature Property Owner Only: _____ Date: _____

Please complete, sign, and return this application to the Village of Malta 302 S 2nd St. Malta or save and e-mail to villageofmalta@outlook.com

Things to Remember

FINAL REQUEST: Will be processed for Buying/Selling of property only and will not be processed more than 5 business days before closing date. Please provide 48 hour notice of any changes in closing date. You need a Final Bill to pay prior to closing on any property being sold which requires a water meter reading. Payment must be made either prior to closing or at closing. Any unpaid charges stay with the property and will require legal action by the new owner if unsettled at closing. New owners be sure these charges are paid for at closing. You can contact us for a copy of the Final Bill.

If you have a credit on your account it will be applied towards your final charges. If the credit exceeds the amount due, we will transfer the balance if you have another open account. If you do not have an open account, we will issue the refund via check to the forwarding address provided. The check will be issued approximately 5 weeks after the final bill is processed.

CHANGE BILLING ADDRESS: Property owners who rent the property will need to provide a mailing address if you move (since your property will be changing status) or would like to have your tenant receive a courtesy copy of the bill via e-mail you will need to fill out this form again.

TENANTS: Under landlord request of this form we can e-mail a courtesy copy of the bill to the tenants we do not provide finals for tenants moving in/out of the service address.