SALISH & KOOTENAI HOUSING AUTHORITY | WATER/SEWER DEPARTMENT

Customer Information Sheet

Business water and sewer service

CUSTOMER COPY
KEEP THIS PAGE

BEFORE YOUR WATER IS TURNED ON

- All fees, the first month's charges, and any past due balance on the property must be paid first.
- You or your representative must be home. We wait 10 minutes, then leave without turning the water on.
- If we find a leak, the water stays off until it is repaired.
- We may need proof of ownership or lease for the property.
- Leasing the building? Your landlord must complete the Landlord section of the Service Agreement and is responsible for the bill if you do not pay.

BILLING

- Bills are due on the 1st of each month.
- A late fee is added if payment is not received by 5:30 pm on the 10th. If the 10th falls on a Friday, weekend or holiday, the deadline is 5:30 pm on the next business day.
- Charges are not prorated. Start service in the last 5 days of a month and billing begins the next month. Stop service in the first 5 days and that month is not charged.
- **Having trouble paying? Call us before the 10th to set up a payment plan.**

WATER USE RULES

- Sprinkling is allowed April 1 to September 30, 6:00 to 10:00 am and 6:00 to 10:00 pm only. No open hoses at any time.
- Fix leaks right away. Close all faucets and hydrants when not in use.
- Do not share water with another home or property.
- Service is for the business named on the Service Agreement only.

WILL I GET TWO BILLS?

- Arlee Homesites and Chief Martin Charlo Homesites: SKHA bills water; Arlee/Lake County Sewer District bills sewer. Unpaid sewer bills can lead to your water being turned off.
- St. Ignatius, St. Mary's Drive and Home Addition Street: SKHA bills sewer; St. Ignatius Water/Sewer District bills water.

BUSINESS RATES AND FEES

Fee	Amount
Water, monthly flat rate	**$35.00**
Sewer, monthly flat rate	**$35.00**
Late fee	**$20.00**
Reconnect (Turn On) fee	**$100.00**
Transfer fee (water still on)	**$50.00**
Unscheduled meter read	**$25.00**

Rates are per service. A business with both water and sewer pays $70.00 per month. Rates are reviewed every year.

NEW CONNECTIONS

- Meet with our staff on site first. Electricity must be on. Manufactured homes must be skirted or on a foundation.
- Water impact fee: ¾" meter $2,800; 1" meter $3,400; 1½" to 3" based on current costs; 4" and larger calculated on demand.
- Sewer impact fee: $1,500.
- Impact fees include the first turn on. Fees must be paid before connection.

IF YOUR WATER IS TURNED OFF

- Non-payment: pay the past due balance and the $100 reconnect fee before water is turned back on.
- Leaks: water stays off until you make repairs. The reconnect fee applies when it is turned back on.
- Seasonal: call us to turn off. To turn back on, pay the reconnect fee in advance.
- To turn back on, you complete a Turn On/Off form at our office. If your Service Agreement is over 2 years old, you sign a new one.

DO NOT TAMPER WITH THE METER, CURB STOP, OR ANY SKHA EQUIPMENT

Only SKHA staff may turn water on or off. Tampering can result in:

Shut off without notice • Repair or replacement costs • Billing for water use • No service until paid

Unauthorized connections may also lead to criminal charges for theft of services.

Questions? Contact us

Salish & Kootenai Housing Authority, Water/Sewer Department
Office: 56243 US Hwy 93, Ronan, MT
Mail: PO Box 38, Pablo, MT 59855
Phone: 406-675-4491 **Fax:** 406-675-4495
Web: www.SKHA.org
Hours: Monday to Thursday, 7:00 am to 5:30 pm

After hours emergency?

Water main break or no water after hours, on weekends or holidays:

Call CSKT Tribal Dispatch

(406) 675-4700 ext. 1104

Ask for the on call Water Operator.

SALISH & KOOTENAI HOUSING AUTHORITY | WATER/SEWER DEPARTMENT

Agreement for Service: Business

Please read each statement and initial in the yellow box.

OFFICE COPY
RETURN TO SKHA

I am requesting water and/or sewer service from the Salish & Kootenai Housing Authority Water/Sewer Department at the business location listed on the next page.

#	Topic	I agree that:	Initial
1	**Rules**	I will follow the SKHA Water/Sewer rules and Plan of Operations. If the rules change, SKHA will mail me a copy. I will sign and return it within 60 days, or my service may be ended.	
2	**Payment**	I will pay the rates set by the CSKT Tribal Council. Bills are due on the 1st. A $20 late fee is added if payment is not received by 5:30 pm on the 10th (next business day if the 10th is a Friday, weekend or holiday). If I need a different due date, I will contact the office.	
3	**Unpaid bills**	If my account is past due, my service may be turned off after written notice. I will pay the $100 reconnect fee and my past due balance before service is turned back on. I will also pay any collection and legal costs.	
4	**Service lines**	I am responsible for the service line from the meter to my building and all plumbing and fixtures. I will repair leaks promptly. If I do not, my water may be turned off until repairs are made, and I will pay the $100 reconnect fee.	
5	**Turn on**	I or my representative will be present when water is turned on. If a leak is found, the water will stay off until I make repairs.	
6	**Water use**	I will follow sprinkling rules and any water restrictions. The first violation gets a written notice. A second violation means my water is turned off and I pay the reconnect fee.	
7	**Interruptions**	SKHA is not responsible for damage caused when water is shut off for an accident, repair or improvement.	
8	**Meter and access**	SKHA staff may enter my property at reasonable times to read, test or repair the meter. I will not tamper with the meter or lines, or share water with another property.	
9	**Changes**	I will tell the office right away if my contact information, ownership or business changes.	
10	**Water off at sign up**	If the water at this address is off when I sign up, I will pay the $100 reconnect (turn on) fee before it is turned on. New connections do not pay this fee; it is part of the impact fee.	
11	**Info sheet**	I received a copy of the Customer Information Sheet, including current rates and fees.	

The person signing on the next page confirms they are authorized to sign for this business.

RELEASE OF INFORMATION TO CSKT DEPARTMENTS (OPTIONAL)	Initial
If necessary, I authorize SKHA Water/Sewer to share information about my business water/sewer account with the CSKT departments checked below: ☐ CSKT Tribal Lands ☐ DHRD ☐ Tribal Court ☐ Other: _____ *I may cancel this release at any time by written request to the SKHA Water/Sewer office.*	

SKHA | WATER/SEWER DEPARTMENT

Customer Information: Business

Please print clearly and fill in every box that applies.

OFFICE COPY
RETURN TO SKHA

OFFICE USE
Account: C_____
WSO: _____
☐ **W** ☐ **S** ☐ **Both**

Business / organization name			**Type of business**
Service (physical) address			**City**
Mailing address (PO Box or street)		**City**	**State / ZIP**
Contact person		**Title**	**Tax ID # (EIN)**
Phone	**Alternate phone**	**Average customers served per month**	

Operating season
☐ Year round ☐ Seasonal Opening month: _____ Closing month: _____

The business is the
☐ Property owner ☐ Tenant (landlord completes the Landlord section below)

OTHER WAYS TO REACH YOU

May we contact you by other means? Check all that apply:

☐ Email: _____ ☐ Social media: _____ ☐ Friends or relatives

Authorized individuals (people we may speak with about this account):

1. Name _____ Phone _____ Relationship _____
2. Name _____ Phone _____ Relationship _____

I authorize SKHA Water/Sewer to contact me by the methods checked above and to discuss my account with the authorized individuals listed.

Initial

Authorized signature	**Printed name**	**Date**

LANDLORD (COMPLETE ONLY IF THE PROPERTY IS RENTED)

As the property owner, I am responsible for all charges on this account if my tenant does not pay.

Landlord name	**Landlord account #** C	**Phone**	**Email**
Mailing address, City, State, ZIP		**Landlord signature**	**Date**

FOR OFFICE USE ONLY

Request type
☐ New connection ☐ New customer, existing connection ☐ Transfer ☐ Update to customer card only

Water off at sign up? ☐ Yes ☐ No	**Turn on date**	**Meter #**	**Meter reading at turn on**
Prior occupant / Customer #	**Meter size**	**Ownership / lease verified (date / by)**	
Impact fee $	**Reconnect fee $**	**Transfer fee $**	**First month $**
Monthly charge: W $ / S $	**Total due at sign up $ / paid**	**SKHA representative**	**Date**