



RESIDENTIAL WATER SERVICE REPAIR PROGRAM APPLICATION

Property Owner _____ Date _____

Address of Property _____

Address of Property Owner if different than above _____

Daytime Phone (____) _____ Evening Phone (____) _____

Cell Phone (____) _____ Cell Phone (____) _____

E-mail _____

If Tenant Occupied:

Tenant Name: _____ Tenant Phone: _____

Description of problem and date utility confirmed leak:

INSTRUCTIONS:

1. Contact your water utility and request confirmation of a service leak.
2. Complete this form.
3. Attach a copy of the paid real estate tax bill for the property for the prior calendar year. If you do not have a copy you may contact:

St. Charles County Collector of Revenue
201 North Second Street room 134
St. Charles, MO 63301
636-949-7470

and

City of Lake Saint Louis
Finance Department
200 Civic Center Dr.
Lake Saint Louis MO 63367
636-695-1200

4. If leak is not evident contact a leak locator service to find the leak.
5. Mail or return to:

City of Lake Saint Louis
Public Works Department
307 Parkway Industrial Drive
Lake Saint Louis MO 63367

The undersigned acknowledges that this request for reimbursement from the Water Service Repair Program is made voluntarily.

The undersigned further agrees to comply with all Program conditions, including, but not limited to, compliance with all applicable federal, state, county, and/or city requirements.

The undersigned further represents and warrants that the information that has been given is true and complete. I have been fully informed by the City of Lake Saint Louis, and employees and I/we have read, and fully understand, the City of Lake Saint Louis Residential Sanitary Sewer Lateral Repair Policy and Procedures.

Owner: _____ Date _____

Owner: _____ Date _____



CITY OF LAKE SAINT LOUIS, MISSOURI WATER SERVICE REPAIR POLICY & RULES

- 1) All repairs must be authorized by the City prior to work. No reimbursements will be provided for work not authorized and inspected by the City.
- 2) Owner(s) will execute all paperwork and contracts and facilitate all required work as necessary to expeditiously complete the program. In the event the Owner(s) abandons or fails to finish the repair within (180) one hundred eighty days from the date below, then the position within the program shall be vacated and be moved to the end of those applied for and monies reallocated.
- 3) Program funds are for the purpose of correcting broken or leaking service lines only.
- 4) Owner(s) agree to be severally liable for the full amount of all cost over and above the maximum total disbursement of \$3,000.00 from the City.
- 5) The applicant may use a leak detection service provided by the city at no cost if available. If the applicant contracts on his/her own for leak detection, the maximum reimbursement for leak detection work is \$450. Leak detection must be authorized prior to commencing work, and will only be reimbursed after a repair has been completed under the program. The Director may deny reimbursement for leak detection for apparent fraudulent or inflated fees.
- 6) Owner(s) will permit City or the City's contractor to conduct a full inspection of the Owner's property.
- 7) Owner(s) will obtain a minimum of three (3) bids on forms provided by the City of Lake Saint Louis.
- 8) It is also understood that any contractor hired will, before beginning any work, possess or acquire appropriate licenses from the City of Lake Saint Louis, and St. Charles County.
- 9) It is further understood and agreed that disbursements from the Water Service Repair Program will be by check payable jointly to the Owner and appropriate Contractor who has completed qualifying water service repair work in accordance with a contract approved by the City and for work performed and inspected by the building inspector. The Owner may sign the check over to the Contractor upon the Contractor's satisfactory completion of work.
- 10) For approved emergency repairs, disbursements may be made to the Owner individually. The Owner must supply to the City a final lien waiver from the Contractor.
- 11) Payment for repairs will be limited to items set forth in the Water Service Repair Rules or as otherwise approved by the City in writing.
- 12) Owner(s) acknowledges that he/she has been informed of their rights to have any qualified contractor of their choice bid on the repair work to be performed on Owner(s)' property.
- 13) All invoices must be original, itemized or in contract form, and must include the contractor's federal identification number or social security number.

Initial _____