

*Board of Public Affairs
Bradner, Ohio*

Request for Utility Service

Check Service Requested

___ ELECTRIC ___ WATER

Residential ___ Non-Residential ___ Inside Village Limits ___ Outside Village ___

New ___ Transfer ___ Fees ___

Date Service is Requested _____ * see bottom of page *

Name _____ D.O.B. _____
Last First M. I. MM/DD/YY

Email address _____

S.S. # _____ Phone # _____ Driver's Lic. # _____

Address _____ P.O. Box # _____
MANDATORY

Spouse _____ D.O.B. _____
Or Last First M. I. MM/DD/YY
Roommate

Email address _____

S.S. # _____ Phone # _____ Driver's Lic. # _____

of Adult Occupants? _____ Children (under 18)? _____

Landlord (if applicable) _____ Phone # _____
Name

Signature _____ Spouse _____
Date Or Date
Roommate

MEDICAL NEEDS

Do you have any medical equipment that requires Electricity?

Please List: _____

In the case of Electrical Outage, we will do our best to accommodate Medical Dependent Residents First. Residents who have Medical Conditions are still responsible for their bills, if a bill goes unpaid, we will put restrictors on the electricity amount at that household.

**You are liable for all usage accumulated until Final Reading.
All Final Bills must be paid within 30 Days.**

**There is a Non Refundable Service Charge of
\$20.00 for each meter read for new Service.**

BILLING & DISCONNECT POLICY

UTILITY HOURS:

1st-10th of Month 8:30am - 5:00pm

11th - end of Month 8:30am - 1:30 pm

THE BOARD OF PUBLIC AFFAIRS

Their meetings are held the 1st and 3rd Monday's of each month, for any utility issues you would like to discuss. The Board has the FINAL say in all Payment Issues. Please come to a meeting if you have a concern on paying your bill.

BILLS CAN BE PAID THE FOLLOWING WAYS:

1. Mail your payment and stub. (it MUST be *postmarked before the 10th* to AVOID Penalty)
2. Place your bill stub and payment in an envelope and drop it off in the yellow payment box located on the North side of the Village Hall in the driveway. **NO CASH PLEASE. CHECK OR MONEY ORDER ONLY IN THIS BOX.**
3. Drop payment in the interior grey box just outside of the Utility Office door during 8:30a-5:00p if the Utility Clerk is not available.
4. Pay the Utility Clerk during office hours.

UTILITY BILLS

Utility Bills are sent out the 1st of the month and due by the 10th. After the 10th of the month they are considered **delinquent and a 10% penalty** will be added to the bill. (If the 10th falls on a holiday or weekend you have all day the next business day to make payment.)

DELINQUENT POLICY

Customers who are 30 days delinquent will have an **AR** (arrearage) on their bill will be considered delinquent and will be scheduled for **termination** on the 20th of the month and the bill with the **AR** will be used to calculate a **final bill** including all usage up to the 20th. New billing eliminated the need for TERMINATION notices to be mailed. Final bill is due **no later than 11:00 am on the 20th** of the month or the next business day following the 20th if the 20th falls on a weekend or holiday. All accounts must be **paid in full** by cash, money order or certified bank check or services will be shut off. **No personal checks** will be accepted for accounts that receive a termination notice.

TERMINATION OF SERVICES

IF SERVICES ARE TERMINATED, THE TOTAL REMAINING BALANCE AND THE RECONNECT FEE ON THE ACCOUNT MUST BE PAID IN FULL BEFORE SERVICES ARE RESTORED.

Customers who have their services terminated two (2) times in twelve (12) consecutive months will have their account placed on a month-by-month basis, **meaning the bill must be paid in full each month for 12 consecutive months.** Accounts not paid by the 10th will receive a termination notice with payment due no later than the 20th of the month or the next business day following the 20th of the month or services will be shut off. The account will remain in the month-by-month status until it is paid on time for 12 consecutive months.

Only cash or money order will be accepted as payment for accounts on the month-by-month status.

Rental Property owners will be notified of termination notices.

NSF FEE'S

There will be a **\$20.00 Fee** for all NSF checks.

No two-party checks will be accepted.

No Post Dated checks will be accepted.

If two NSF checks are written in 12 consecutive months, bill will need to be paid by CASH or Money Order.

CUSTOMERS FAILING TO SIGN OUT WHEN MOVING OUT WILL CONTINUE TO BE RESPONSIBLE FOR UTILITIES.

FINAL READ PAPERWORK IS IN THE UTILITIES OFFICE TO BE SIGNED.

A copy of the rules and regulations are available at the village utility office for review.

Signature of Bradner Resident

Date

Signature of Bradner Resident

Date

Village of Bradner—Income Tax Department
Bradner, Ohio 43406

Tax Administrator

Individual Questionnaire

All information requested on this form is essential to the completion of our records and will be held in strict confidence. All residence of Bradner pay a 1% income tax on your annual income.

Please complete and return this form within ten (10) days.

Tenant Information:

1) Name: _____ Name & Address of **Employer**
Social Security #: _____
Street Address: _____
PO Box: _____
Phone Number: _____

Are you employed at the present time? ___Yes ___No
If you are not employed, please indicate your employment status...
___Temporarily Laid Off ___Retired ___Other, Explain: _____

Do you have rental income? ___Yes ___No
If yes, please explain: _____

Spouse/Roommate Information:

2) Name: _____ Name & Address of **Employer**
Social Security #: _____
Street Address: _____
PO Box: _____
Phone Number: _____

Are you employed at the present time? ___Yes ___No
If you are not employed, please indicate your employment status...
___Temporarily Laid Off ___Retired ___Other, Explain: _____

Do you have rental income? ___Yes ___No
If yes, please explain: _____

Please list any other employed persons at this address and give their relationship to you and their employer.

I certify that the above information is true to the best of my knowledge;

Signature of Bradner Resident Date

Signature of Bradner Resident Date

Welcome to the Village of Bradner! You can find the following in the village.....

Village Hall-Fiscal Office- Kerstan	130 N Main St	419-288-2890 x 2
Utility Office-Village Hall- MaryLou	130 N Main St	419-288-2773 x 3
Tax Administrator- Rose Mary	130 N Main St	419-288-2890 x 9
Bradner Police Dept. (Non-Emergency)	130 N Main St	419-288-2222
Mayor's Court-Village Hall- MaryLou	130 N Main St	419-288-2890 x 3
Bradner Fire Dept. (Non-Emergency)	117 E Crocker	419-288-2012
Bradner Post Office	101 W Crocker	419-288-2809
Bradner Brush Drop Off (Off of Cherry St)	CLOYD BUGERT St	Open 8:00 – 3:00
Columbia Gas of OHIO	Columbus, OH	800-344-4077
N.A.T (Trash)	11101 Pemberville Rd	419-288-2082
N.O.W (Trash)	Fostoria	419-435-3380
Boy Scouts of America	130 N Main St	419-575-3938 or 419-601-1403
Amos Motor & RV Inc.	109 S Main	419-288-2700
K & D Laundromat	118 S Main	419-288-2351
Speedway's Bar & Grille	109 N Main St	419-800-8124 or 419-800-8166
ATM	109 N Main St	Give \$10's
American Warming & Ventilating	120 S Plin St	419-288-2703
Albert Bowe American Legion Post 338	209 W Crocker	419-288-3634
Design Graphics Group Inc	110 Church St	419-800-8100
Licensed Specialty Products	130 Cherry St	419-800-8100
Charlie Barber Shop (W,TH,F: 9-12:30 & 2-7) (S: 9 – 1)	121 W Crocker	419-288-2240
Pesky Squirrel Antiques	206 N Main St	419-575-4111
Bradner Cemetery	1009 Caldwell	419-288-3535
Adams Service Station	409 W Crocker	419-288-3144
Bradner Community Christian Church	310 Caldwell	419-575-0390
St. James Lutheran Church	451 Caldwell	419-287-4256
Old Time Church	102 N BELL ST	567-278-1698