

# City of Parma

P.O. Box 608  
305 N. 3<sup>rd</sup> Street  
Parma, Idaho 83660



phone: (208) 722-5138  
fax: (208) 722-5139  
email: info@parmacityhall.net

## WATER/SEWER SERVICE REQUEST

NEW SERVICE

DISCONTINUE SERVICE

<b>DATE OF REQUEST</b>			
<b>DATE OF CHANGE</b>			
<b>RESIDENT TYPE</b>	<input type="checkbox"/> OWNER		<input type="checkbox"/> RENTER
<b>CONNECTION TYPE</b>	<input type="checkbox"/> RESIDENTIAL		<input type="checkbox"/> COMMERCIAL
<b>ACCOUNT DETAIL</b>			
<b>ACCT #</b>			
<b>SERVICE ADDRESS</b>			
<b>METER READING</b>			
<b>AMOUNT OWED</b>			
<b>RESIDENT DETAIL</b>			
<b>FIRST &amp; LAST NAME</b>			
<b>MAILING ADDRESS (forwarding address if moving)</b>			
<b>PHONE #</b>		<b>ALTERNATE #</b>	
<b>BUSINESS DETAIL</b>			
<b>BUSINESS NAME</b>			
<b>BUSINESS TYPE</b>			

I agree that any and all amounts due for water/sewer shall constitute a lien on the real property which will secure the amounts due. Termination of service to the property will not release any lien for amounts due.

**Renters must provide a PHOTO ID, COPY of lease, and SIGNED Owner Authorization Form**

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

City of Parma

P.O. Box 608  
305 N. 3<sup>rd</sup> Street  
Parma, Idaho 83660



phone: (208) 722-5138  
fax: (208) 722-5139  
email: info@parmacityhall.net

**PROPERTY OWNER/AGENT AGREEMENT  
& AUTHORIZATION for CITY SERVICES**

OWNER DETAIL			
<b>FIRST &amp; LAST NAME</b>			
<b>ACCOUNT #</b>		<b>SERVICE ADDRESS</b>	
<b>MAILING ADDRESS</b>			
<b>PHONE #</b>		<b>ALTERNATE #</b>	
<b>FAX #</b>			
<b>TENANT NAME:</b>			

This form is an AUTHORIZATION document from the Property Owner/Agent authorizing services to the service address listed above.

Prior to Services Activation, the Property Owner/Agent will provide the City of Parma with Tenant(s) name and address and make sure all prior balances are paid. An unpaid balance can/will result in service disconnection to the new tenant.

The Property Owner acknowledges that the Property Owner/Agent is responsible and liable for any unpaid account balances for all City services assessed against the Service Address listed above.

The Property Owner/Agent relinquishes the authority to terminate services to the Service Address listed above while occupied by the tenant except when the tenant's account is delinquent.

It is the responsibility of the Property Owner/Agent to notify the City of Parma of a vacancy/change in tenant for an accurate final read of the meter.

This request shall remain valid until the Property Owner/Agent notifies the City of Parma and/or a new directive is provided to the City of Parma.

The Property Owner/Agent wishes to  **receive**  **not receive** a duplicate copy of the monthly assessment mailed to the above listed mailing address.

I do hereby certify that I am the Owner or duly Authorized Agent to make this request for the owner of the subject property receiving the service. I agree that any and all amounts due for water/sewer shall constitute a lien on the real property which will secure the amounts due. Termination of service to the property will not release any lien for amounts due. I further acknowledge that I have read, understand, and agree to the terms and conditions set forth above.

OWNER SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

## City of Parma

P.O. Box 608  
305 N. 3<sup>rd</sup> Street  
Parma, Idaho 83660



phone: (208) 722-5138  
fax: (208) 722-5139  
email: info@parmacityhall.net

### WATER & SEWER INFORMATION

The City of Parma bills **MONTHLY** for: Water & Sewer

Billing occurs on the **1<sup>st</sup> day of the month** (unless on a weekend or holiday, then the next business day).

Billing Period: roughly 25<sup>th</sup> to 25<sup>th</sup> (previous month usage)

Charges are due and payable on or before the **10<sup>th</sup> day of the month**.

**Late Fee** is assessed if payment of past due amount is not received by 5:00PM the day **BEFORE** the shut-off date.

Water shut-off due to non-payment occurs on the **25<sup>th</sup> day of the month** (unless the 25<sup>th</sup> falls on a Friday, Saturday, Sunday, or Holiday, then the next business day). **Reconnect Fee** is assessed if service is shut-off.

***Partial payment is not acceptable.*** Payment arrangements must be made no later than the 24<sup>th</sup> of each month in order to avoid shut off.

**Late Fee:** \$25      **Reconnect Fee:** \$25      Return Check Fee: \$25

The minimum monthly charge for water will be **\$27.39** for up to 4,000 gallons. An additional \$1.58 will be charged for each 1,000 gallons thereafter.

The minimum monthly charge for sewer is **\$26.28**.

**NOTE:** The minimum charge is assessed whether services are on/off or used/unused.

The termination notice/terms are printed on the back of each bill. Contact City Hall if you feel there is an error in your billing.

#### **RENTERS:**

A Property Owner/Agent Agreement & Authorization for City Services form **MUST** be completed in order to add the Renter name to the account for billing purposes.

## City of Parma

P.O. Box 608  
305 N. 3<sup>rd</sup> Street  
Parma, Idaho 83660



phone: (208) 722-5138  
fax: (208) 722-5139  
email: [info@parmacityhall.net](mailto:info@parmacityhall.net)

### Methods of Payment:

Mail: PO BOX 608, Parma, ID 83660  
Checks only. Please do not mail cash

City Hall: 305 N 3<sup>rd</sup> ST  
Cash, checks, or credit card  
There is a 3% + \$1.00 fee to use a credit card

Water Box: 305 N 3<sup>rd</sup> ST  
Checks only. Please do not leave cash in the water box

### Dog Licensing:

All canines older than six (6) months old are required to be licensed. Contact the Parma Police Department for details.

Phone: (208) 722-5900

Location: 105 N 4<sup>th</sup> ST

### Patricia Romanko Public Library:

The library is open to the public on Tuesday – 12:00pm – 6:00pm, Wednesday – 11:00am – 6:00pm, Thursday – 12:00pm – 6:00pm, Friday – 10:00am – 4:00pm, and Saturday – 10:00am – 4:00pm. Contact the library for details.

Phone: (208) 722-6605

Location: 121 N 3<sup>rd</sup> ST

### City Pool:

The City Pool is open during the summer months. Open and close dates are posted at City Hall when available. Contact the City Pool for details.

Phone: (208) 722-5009

Location: 302 N 2<sup>nd</sup> ST

### Other Utilities/Important Numbers:

Idaho Power: (800) 488-6151

Intermountain Gas: (800) 548-3679

Frontier: (800) 921-8101

West Town Disposal: (208) 337-4359

Fox Sanitation: (208) 722-6946

Parma Rural Fire: (208) 722-5716

Senior Center: (208) 722-5421

Post Office: (208) 722-5164

Mosquito Abatement: (208) 461-8633