



# CITY OF MASCOTTE UTILITY SERVICE REQUEST FORM



\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date of Service

\_\_\_\_\_  
Account Number

## CUSTOMER INFORMATION

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Middle Initial

(\_\_\_\_)\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
E-Mail Address

Service Address:

\*Complete Separate Form for Social Security Number

\_\_\_\_\_  
Street Number and Name

Mailing Address:

\_\_\_\_\_  
Street Number and Name                      City                      State                      Zip Code

\_\_\_\_\_  
Signature of Owner or Tenant

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

\*\*\*\*\*

## SERVICE REQUESTED

Connection     Disconnection

Meter Reading \_\_\_\_\_ Meter Serial # \_\_\_\_\_ Transmitter # \_\_\_\_\_

Need a New Trash Can

Request Recycle Bin

Order Processed By: \_\_\_\_\_  
Accounting Staff Name

Service Performed By: \_\_\_\_\_  
Public Services Staff Name

Date Service Performed: \_\_\_\_/\_\_\_\_/\_\_\_\_

Time Service Performed: \_\_\_\_\_ a.m. (p.m.)

COMMENTS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# City of Mascotte

City Hall (352) 429-3341  
 Fire Department (352) 429-4766  
 Police Department (352) 429-3393  
 Public Services Department (352) 429-4429

## City of Mascotte BUILDING AND DEVELOPMENT DEPARTMENT

100 E. Myers Blvd.  
 Mascotte, FL 34753  
 352-429-3341

Web Site: [www.cityofmascotte.com](http://www.cityofmascotte.com)

### REQUEST FOR RESIDENTIAL CHANGE OF OCCUPANCY

**FOR OFFICE USE ONLY:**

\$50.00 Permit Fee Floor Plan attached: Y/N  
 Date Rec'd & Fee Paid: Via: By:

Name of Property Owner: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone, Fax or E-mail Address: \_\_\_\_\_

Tenant Name: \_\_\_\_\_

Rental Address: \_\_\_\_\_

Tenant Phone, Fax and/or E-mail Address: \_\_\_\_\_

\*\*\*When approval is given for a change of occupancy inspection, you are only being approved for the City or its representatives to inspect the property. You are NOT being given authorization for any work to be done on the premises. If any deficiencies are found, the City Official will prepare a report advising you what will need to be done in order to correct any issues and bring the structure into building code compliance. You will then need to pull the appropriate permits and have the approval of the city before any work may be started. \*\*\*

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**BUSINESS/INDIVIDUAL NAME** \_\_\_\_\_

**SOCIAL SECURITY #** \_\_\_\_\_

**CHAPTER 119 (2007)**

**119.071(5) (2a) Other Personal Information**

2. a. An agency may not collect an individual's social security number unless the agency has stated in writing the purpose for its collection and unless it is: (I) specifically authorized by law to do so; or (II) Imperative for the performance of that agency's duties and responsibilities as prescribed by law. b. Social security numbers collected by an agency may not be used by that agency for any purpose other than the purpose provided in the written statement.

3. An agency collecting an individual's social security number shall provide that individual with a copy of the written statement required in subparagraph 2.

4. a. Each agency shall review whether its collection of social security numbers is in compliance with subparagraph 2. If the agency determines that collection of a social security number is not in compliance with subparagraph 2, the agency shall immediately discontinue the collection of social security numbers for that purpose. b. Each agency shall certify to the President of the Senate and the Speaker of the House of Representatives its compliance with this subparagraph no later than January 31, 2008.

5. Social security numbers held by an agency are confidential and exempt from s. 119.07(1) and s. 24(a), Art. I of the State Constitution. This exemption applies to social security numbers held by an agency before, on, or after the effective date of this exemption.

6. Social security numbers may be disclosed to another agency or governmental entity if disclosure is necessary for the receiving agency or entity to perform its duties and responsibilities.

➤ *The statute below only applies to the application for a Business Tax Receipt*

**FLORIDA STATUTE –**  
**CHAPTER 205 (2005)**

**205.0535 Reclassification and rate structure revisions. --**

(5) No license shall be issued unless the federal employer identification number or social security number is obtained from the person to be licensed.

Signature of Applicant:

Date:

Print Name:



## Welcome to the City of Mascotte Residential Customers

**Utility Deposit:** A utility deposit of \$150.00 and a turn-on fee of \$35.00 must be paid at time of application for new services. To terminate services, you must submit the proper forms to City Hall including a forwarding address. Upon termination of services, your deposit is applied to the final utility bill. Any remaining deposit will be refunded (typically the month following when service is disconnected). If a balance remains owed, you will be billed accordingly.

**Change of Occupancy Fee:** A fee of \$50.00 will be charged to the property of any rental property with each tenant change. This fee covers inspections that are required of rental properties to ensure that the property is up to the Building Code standards in order to protect the tenants. **A fee of \$25.00 will also be charged if the rental inspection does not pass.**

**Water Rates:** An availability charge of \$28.00 is billed to all residential water utility accounts within the City. This fee is for the City providing water service to a property whether any water is used or not. The City uses a tiered water rate calculation as indicated below: **Minimum bill of \$35.00**

Gallons	Water Rate
Availability Rate:	\$28.00 Availability Rate (even if zero gallons are used)
1 <sup>st</sup> Step: 1,000-2,999	\$28.00 minimum + \$3.00/thousand gallons
2 <sup>nd</sup> Step: 3,000-5,999	\$28.00 + Step 1 + \$4.00/thousand gallons
3 <sup>rd</sup> Step: 6,000-9,999	\$28.00 + Step 1 + Step 2 + \$5.00/thousand gallons
4 <sup>th</sup> Step: 10,000-14,999	\$28.00 + Step 1 + Step 2 + Step 3 + \$6.00/thousand gallons
5 <sup>th</sup> Step: 15,000-24,999	\$28.00 + Step 1 + Step 2 + Step 3 + Step 4 + \$6.25/thousand gallons
6 <sup>th</sup> Step: 25,000-34,999	\$28.00 + Step 1 + Step 2 + Step 3 + Step 4 + Step 5 + \$7.00/thousand gallons
7 <sup>th</sup> Step: 35,000-49,999	\$28.00 + Step 1 + Step 2 + Step 3 + Step 4 + Step 5 + Step 6 + \$7.50/thousand gallons
8 <sup>th</sup> Step: 50,000-99,999	\$28.00 + Step 1 + Step 2 + Step 3 + Step 4 + Step 5 + Step 6 + Step 7 + \$8.00/thousand gallons
9 <sup>th</sup> Step: 100,000 and over	\$28.00 + Step 1 + Step 2 + Step 3 + Step 4 + Step 5 + Step 6 + Step 7 + Step 8 + \$9.00/thousand gallons

The utility billing period covers an approximate 30-day period. This period typically starts around the 1st of each month. Bills are mailed between the 13<sup>th</sup> and 20<sup>th</sup> of each month. **Bills are due on the 1<sup>st</sup> of every month.** On the 11<sup>th</sup> at 7:00 am a 10% late fee will apply, and your account is subject to disconnection any time thereafter. There is a \$35.00 service charge for all accounts that make the disconnection list. If water is requested to be turned back on after standard work hours, an additional \$65.00 fee will be required from the customer. Any outstanding balance, including all late charges, disconnects and reconnects fees, must be paid in full to have service restored. On all return checks, service will be disconnected immediately. Also, a cut-off fee of \$35.00 and NSF charge of \$25.00 will apply. **There are no exceptions to this policy!**

**Stormwater Rate:** A stormwater fee of \$7.00 is billed on your monthly invoice. This fee is used to fund activities that prevent flooding and untreated storm water run-off.

**Trash Rates, Pick-up Schedule and Recycling:** Garbage collection is now paid through property taxes. If you are located north of Hwy 50, east of Elizabeth Ave, your trash will be picked up on Tuesday and Friday. If you are located north of Hwy 50, west of Elizabeth Ave and south of Hwy 50, your trash will be picked up on Monday and Thursday. Yard waste will be picked up on your second day of garbage collection. **Recycle containers are picked up once a week on Wednesday.** If you need a trash can or a recycle container call WCA. Bulk waste and white goods are picked up by WCA **upon request.**

Contact WCA at (800) 535-9533 for all bulk trash pickups. If you have any questions or complaints, please call City Hall at (352) 429-3341

# CITY OF MASCOTTE CONTACT LIST

City of Mascotte  
City Hall  
100 E. Myers Blvd.  
Mascotte, FL 34753

City Office Hours of Operation  
7:00am to 5:30pm Monday – Thursday  
Closed Friday, Saturday, Sunday  
and Holidays

Police & Fire Emergency - Dial 911      Non-Emergency - (352) 343-2101

Utility Emergencies – (352) 638-0416

## City Council

Mayor – Mike Sykes  
Council Member – Sally Rayman  
Council Member – Louise Thompson  
Council Member – Brenda Brasher  
Council Member – Steven Sheffield

## City Hall – (352) 429-3341

City Manager – Jim Gleason  
Finance Director – Dolly Miller  
City Clerk – Michelle Hawkins  
Accounts Payable – Stephanie Abrams  
Utility Billing – Alissia Spivey  
Utility Billing – Joanny Nazario

## Police Department (352) 429-3393

Police Chief – Eric Pedersen  
Police Assistant – Xiomexy Alers  
Code Enforcement (352) 429-3393

## Fire Department (352) 429-4766

Chief - Randy Brasher

## Public Services Department (352) 429-4429

Public Services Director – Larry Walker

**City Council Meetings:** 1<sup>st</sup> Tuesday of each month at 6:30 pm or as scheduled. Meetings are held at the Tedder-Thomas Memorial Civic Center located at 121 N. Sunset Avenue.

**Forms of Payment:** The City accepts cash, checks, money orders and credit cards (Visa, MasterCard, Discover and American Express- There is a 3% fee or a \$2.00 minimum for all cards) To avoid long lines, customers are encouraged to mail their payment or use our payment drop box located at the entrance to City Hall.

**(No Cash in Drop Box Please.)**

The City now offers online bill pay. Please visit our website at [www.cityofmascotte.com](http://www.cityofmascotte.com) and click on the Online Payment link.