

TOWN OF STEPHENS CITY
New Utility Account Application

Date of Application: _____ Effective Date of Service: _____

Service Address: _____

Customer Name: _____

Co-Applicant Name: _____

Mailing Address: _____

City / State / Zip: _____

Email: _____

APPLICANT

CO-APPLICANT

Home Phone: _____

Home Phone: _____

Daytime or Cell Phone: _____

Daytime or Cell Phone: _____

SS# _____

SS# _____

Will You OWN OR RENT ?

Purchased / Rent from – (landlord/owner name): _____

Security Deposit & Meter Service fee of \$225.00 as set out in Chapter 22, Article II of the Town

Code paid via CASH CHECK CREDIT on above date

By signing this application, you are certifying that you agree:

- 1) To pay for services as rendered, and if not paid on time, you agree to pay all penalties, collection costs and attorneys fees.
- 2) To comply with all terms of Chapter 22 of the Town Code including allowing entry onto the premises for utility work, reading meters and for inspections as provided in Chapter 22 of the Town Code.
- 3) To abide by and comply with the Town's established water and sewer policies.

Applicant Signature

Date

***This application must be accompanied by the Owner Authorization for Tenant Utility Service**

(Office Use Only: Person taking deposit: _____ Acct # _____)

SEE OTHER SIDE FOR MORE INFORMATION

Helpful Suggestions and Information

There are many convenient ways to pay your bill for water and sewer service. For payment options, please visit the Town of Stephens City website at www.stephenscity.vi.virginia.com

Checks for on-line banking customers must arrive by the bill due date to avoid penalties.

Bills are due and payable upon receipt. Payments must be received by 5:00 PM on the penalty date printed on the bill to avoid a penalty or by 5:00 PM on a cut-off date to avoid turn off. If paying after 5:00 PM on a cut-off date, the \$25.00 administrative reconnect fee must be included whether service is turned off or not.

Non-receipt of a bill or cut-off notice does not cancel out the customer's obligation to pay by the penalty date or cut-off date. The Town bills bi-monthly. It is the customer's responsibility to contact the Town office if you have not received a bill.

A water meter can ONLY be turned on or off by a town employee. Tampering with the Town's water meters is punishable under the law as set out in the Town Code, Sections 22-16 and 22-209.

Be conservative with water usage. We have higher sewer rates. Be cautious of leaks (toilets) and leaving water running (during dish washing, etc.). You may want to turn off outside spigots to prevent water theft, especially in new construction areas.

When moving out, please call us for a final meter reading, to disconnect service and to provide new/final billing address. Your deposit is not a final payment but will be applied to your final bill.

An auto decal specific to the Town of Stephens City is needed within 30 days of moving in. You need a valid VA vehicle registration. You may transfer an existing decal for \$1. Call DMV for information on re-registering your vehicles at 866-DMV-LINE (866-368-5463).