



PROPERTY OWNER APPLICATION WATER / SEWER SERVICE ACCOUNT

Application to request account activation for established water and sewer service.

PROPERTY OWNER INFORMATION <i>Photo ID Required with Application</i>	
FIRST & LAST NAME OR BUSINESS NAME	
MAILING ADDRESS	
PHONE NUMBER	EMAIL ADDRESS
SOCIAL SECURITY NUMBER OR FEDERAL ID NUMBER	DRIVERS LICENSE NUMBER
SERVICE LOCATION	
PROPERTY ADDRESS	
SERVICE USE TYPE <input type="checkbox"/> COMMERCIAL <input type="checkbox"/> RESIDENTIAL	SERVICE START DATE
BILLING <i>Select one</i>	
<input type="checkbox"/> eBILL I would like to receive my bill electronically (eBill) to the email address provided. Paper bills will not be mailed via USPS until notification to discontinue the eBill service is received.	
<input type="checkbox"/> MAIL I would like to receive a paper bill to the mailing address provided.	
FEES	
Cash or Check Only	ADMINISTRATIVE FEE: \$ 35.00
<i>Administrative Fee:</i>	<i>The Administrative Fee is non-refundable.</i>
NOTICE	
In the event the service address listed above is rented/leased to a Tenant, who is given permission by the Property Owner listed to obtain water and sewer services in said Tenant's name, the Tenant must complete the Tenant Application for a Water / Sewer Service Account. When the Town of Middleburg is notified to discontinue service under a Tenant's name, a Final Bill will be mailed to the Tenant and the account will be activated in the Property Owner's name until such time a new Tenant Application has been submitted. Any water/sewer usage during the transition period will be billed to the Property Owner.	

PROPERTY OWNER SIGNATURE

PROPERTY OWNER PRINTED NAME

DATE