

Blanket Landlord Letter

Charles Town Utility Board
832 South George Street
Charles Town, WV 25414

As owner of the property listed below, I am authorizing the Charles Town Utility Board to complete and bill me for all occupant changes in which the named water customer (i.e.-my tenant) notifies the Utility Board to stop billing them for water and/or sewer consumed.* I also understand that when this occurs and the unit is vacant, I will receive the bill and the water will not be disconnected.

Address _____ Unit(s) # _____

Address _____ Unit(s) # _____

Address _____ Unit(s) # _____

*If said water customer (i.e.-my tenant) does not notify the Charles Town Utility Board that they will be moving and leave a balance unpaid there is a chance water services will be disconnected.

Contact information:

Name _____ Driver's License State & # _____

Phone# _____ Email _____

Address _____

Signature _____ Date _____