

# APPLICATION FOR WATER SERVICE

**Charles Town Utility Board**  
PO Box 359, Charles Town, WV 25414

You may need to obtain a receipt of deposit from the Jefferson County PSD office **before** your application can be processed. Please check with the clerk before you return application.  
The PSD is located at 340 Edmond Road, Suite A, Kearneysville, and you may contact them by phone at (304) 725-4962.

<b>Name</b>	Company name or DBA			
<b>Signer Picture ID Required</b>	<b>FEIN / Tax ID</b>	Number		
<b>Address for Service</b>	Number	Street	Apt#	City
	Development or Apartment Name		Lot	
<b>Address for Bill</b>	Number	Street	City	State
	Apt #		<b>Primary Phone</b>	(    )    -
			<b>Secondary Phone</b>	(    )    -
<b>Own/Rent</b>		<b>Landlord Name</b>		<b>Phone</b>
			(    )    -	
<b>Date Service is to Start</b>	MM/DD/YYYY	<i>Service can be stopped or started during business hours only.</i>		
<b>ALL CHARLES TOWN RESIDENTS ARE REQUIRED TO CONTACT APPLE VALLEY WASTE FOR TRASH PICKUP. PLEASE CALL (304) 724-1834 FOR SERVICE.</b>				
I HEREBY AUTHORIZE SERVICE TO BE ESTABLISHED IN MY NAME AT THE ABOVE PROPERTY LOCATION AND AGREE TO PAY FOR SERVICE UNTIL DISCONTINUED BY MY <u>REQUEST IN WRITING</u>				
_____			_____	
Signature			Date	
<b>PLEASE MAKE CHECKS PAYABLE TO "CHARLES TOWN UTILITY BOARD" AND RETURN WITH APPLICATION</b>				

## OFFICE USE ONLY - DO NOT WRITE BELOW

<b>Account Number</b>	NUMBER	
<b>Past Due Balance on Previous Account</b>	NUMBER	
	AMOUNT	
<b>Water Deposit Collected</b>	AMOUNT	RECEIPT NUMBER
<b>Sewer Deposit Collected</b>	AMOUNT	RECEIPT NUMBER
<b>Capacity Improvement Fee</b>	AMOUNT	RECEIPT NUMBER
<b>Tap Fee</b>	AMOUNT	RECEIPT NUMBER
<b>Clerk</b>		
<b>Notes</b>		