

APPLICATION FOR WATER SERVICE

Charles Town Utility Board

661 S George Street, Charles Town, WV 25414

www.ctubwv.com

Items required to setup new service:

Picture ID for all adults(18+ years of age)

Proof of residency. If renting-rental or lease agreement signed by all parties. If purchasing-any document displaying water applicant as the owner of the property.

Application signed by all adult tenants if renting or property owner if purchasing

Deposit - amount varies, please check with cashier

Name	First	MI	Last			
Picture ID Required	Drivers License #	State	Number			
Address for Service	Number	Street	Apt#	City		
	Development or Apartment Name			Lot		
Address for Bill	Number	Street	City		State	Zip
	Apt #		Home/Cell Phone	()	-	
Place of Employment			Secondary Phone	()	-	
Own/Rent		Landlord Name		Phone	()	-
Date Service is to Start	MM/DD/YYYY		<i>Service can be stopped or started during business hours only.</i>			
ALL CHARLES TOWN RESIDENTS ARE REQUIRED TO CONTACT APPLE VALLEY WASTE FOR TRASH PICKUP. PLEASE CALL (304) 724-1834 FOR SERVICE.						
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			
PLEASE MAKE CHECKS PAYABLE TO "CHARLES TOWN UTILITY BOARD " AND RETURN WITH APPLICATION						

OFFICE USE ONLY - DO NOT WRITE BELOW

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