

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.

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		