

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
	Apt #		Home/Cell Phone	() -	Zip
Email Address			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>		
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		
Previous Account Past Due	NUMBER		AMOUNT
Water Deposit Collected	AMOUNT	RECEIPT NUMBER	
Sewer Deposit Collected	AMOUNT	RECEIPT NUMBER	
Water CIF	AMOUNT	RECEIPT NUMBER	
Sewer CIF	AMOUNT	RECEIPT NUMBER	
Water Tap Fee	AMOUNT	RECEIPT NUMBER	
Sewer Tap Fee	AMOUNT	RECEIPT NUMBER	
Clerk			