



TOWN OF EDINBURG
540-984-8521
WATER AND/OR SEWER SERVICE REQUEST
NEW UTILITY ACCOUNT APPLICATION

DATE OF APPLICATION: _____ EFFECTIVE DATE OF SERVICE: _____

APPLICANT NAME: _____ CO-APPLICANT NAME: _____

SERVICE ADDRESS: _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

APPLICANT INFORMATION (MUST BE COMPLETED IN FULL)

APPLICANT INFORMATION:

SS# : _____

DRIVERS LICENSE#: _____

DATE OF BIRTH: _____

HOME PHONE: _____

WORK PHONE: _____

CELL PHONE: _____

EMPLOYER: _____

EMAIL ADDRESS: _____

SIGNATURE: _____

CO-APPLICANT INFORMATION:

SS# : _____

DRIVERS LICENSE#: _____

DATE OF BIRTH: _____

HOME PHONE: _____

WORK PHONE: _____

CELL PHONE: _____

EMPLOYER: _____

EMAIL ADDRESS: _____

SIGNATURE: _____

MORE INFORMATION ON THE BACK OF THIS FORM

INFORMATION

1. WE BILL EVERY MONTH. UTILITY BILLS ARE DUE ON THE 20TH OF EACH MONTH; UNLESS A WEEKEND OR HOLIDAY, IT IS THEN DUE THE NEXT BUSINESS DAY. A 10TH PENALTY WILL BE APPLIED AFTER THE DUE DATE. OUTSTANDING BALANCES ARE SUBJECT TO DISCONNECTION WITH ADDITIONAL FEES. SHOULD YOUR ACCOUNT BECOME DELINQUENT AND COLLECTION PROCESS BEGINS, THE SIGNED APPLICANT(S) WILL BE RESPONSIBLE FOR ALL LEGAL FEES INCURRED TO COLLECT THE DEBT. FOR RENTERS: IF YOUR BALANCE BECOMES DELINQUENT, YOUR LANDLORD WILL BE NOTIFIED AND WOULD BE RESPONSIBLE FOR PAYING UP TO 90 DAYS OF THE DELINQUENT BILL.
2. FOR THOSE WITH TRASH SERVICE, IT MUST BE OUT BY 7:00 A.M. EVERY WEDNESDAY.
3. A MINIMUM BILL IS BASED ON 0- 3,000 GALLONS.
4. DEPOSITS FOR RENTERS ARE:
\$100.00 – WATER **OR** SEWER ONLY – IN TOWN
\$150.00 – WATER **OR** SEWER ONLY – OUT OF TOWN
\$200.00 – WATER **AND** SEWER – IN TOWN
\$250.00 – WATER **AND** SEWER – OUT OF TOWN

DEPOSIT PAYMENTS CAN BE MADE BY CHECK, CASH OR CREDIT/DEBIT CARD:

Card: Discover Mastercard Visa

Cardholder name: _____

Card number: _____

Exp. ____/____ 3 Digit Security Code: _____

Total Charges: _____

Cardholder Signature _____ Date: _____

5. WHEN MOVING OUT, PLEASE CALL FOR A FINAL READING AND PROVIDE A FORWARDING ADDRESS. TENANT MUST NOTIFY THE TOWN OFFICE OF MOVE OUT AND REQUEST DISCONNECTION OF SERVICE IN ORDER TO PREVENT ADDITIONAL CHARGES FROM ACCRUING. DEPOSITS ARE REFUNDABLE. WHEN THE ACCOUNT IS CLOSED, THE DEPOSIT IS APPLIED TO THE FINAL BALANCE ON THE ACCOUNT AS WELL AS ANY TAXES DUE TO THE TOWN FOR THE CURRENT YEAR. THE CUSTOMER WILL EITHER RECEIVE A REFUND CHECK OR BE BILLED FOR THE DIFFERENCE.