

**FORM OF WRITTEN REQUEST FOR SERVICE
BY A PROSPECTIVE CUSTOMER
TOWN OF MASON WATER AND/OR SEWER DEPARTMENT**

Water () Water and Sewer ()
 Previous Customer () If so, when _____ New customer ()

Name: _____

Mailing Address: _____

_____ Contact Name: _____

Location: _____

Phone: _____ Cell/Other phone: _____

Rent () Own ()

If rent, property owner's name: _____

Property owner's address: _____ Phone: _____

Type of service: Residential () Number in household: _____

 Commercial () Type: _____

 Industrial () Type: _____

The applicant(s) agree to pay an initial security deposit, if required, which is to be paid on or before service is rendered by the utility. If the applicant(s) have any prior amounts due the utility for past services from prior accounts, the applicant(s) agree hereby to pay in full such arrearages prior to the initiation of service by the utility.

The security deposit consists of \$50.00 for water and \$50.00 for sewer. For homeowners, the security deposit is refunded after twelve (12) consecutive, on-time payments. For renters, the security deposit is held until notice is given to terminate service. If a final bill is remaining, the security deposit will be applied to that bill first with any amount remaining being refunded to the applicant.

The applicant(s) agree to comply with and be bound by the rules and regulations of the utility and the Public Service Commission of WV now in force, or as hereafter duly and legally supplemented, amended or changed. The applicant(s) also agree to pay for services at such rates, time and place as determined by the utility, and agrees to the imposition of such penalties for noncompliance as are now set forth in the utility's and PSC's rules and regulations, or which may be hereafter adopted by the utility. The applicant(s) hereby agree to pay the minimum water bill from the date service is available, regardless of whether the applicant(s) actually use such service or uses the minimum amount of water.

The failure of the applicant(s) to pay water charges duly imposed shall result in the automatic imposition of the following penalties: 1) Nonpayment within twenty (20) days from due date will be subject to a penalty of ten percent (10%) of the delinquent amount. 2) Nonpayment within thirty (30) days from the due date will result in the water being shut off at the customer's meter.

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 **request in writing 24 hours in advance**. I understand that this application is accepted subject to the availability of service at this location. Furthermore, I attest that the above information is true and correct to the best of my knowledge. I also agree to receive mail, text messages, and/or emails regarding my water/sewer account and town activities.

FALSE INFORMATION WILL JUSTIFY IMMEDIATE DISCONTINUANCE OF SERVICE.

Applicant's signature: _____ Applicant's signature: _____

Utility representative: _____ Date: _____

*Please attach a copy of your ID to this application

Form can be submitted in person @ town hall or by emailing a copy to townhall@townofmason.com

*****FOR OFFICE USE ONLY*****

Name: _____ Deposit #: _____

Deposit amount: _____ Acct #: _____