



# New Utility Account Application

Deposit is due before service is connected

Must Include Owner Authorization Form if Renting or Leasing

Today's Date: \_\_\_\_\_ Effective Date of Service: \_\_\_\_\_

# Of Residents / Occupants (home or business): \_\_\_\_\_  
(to assist when determining if usage is higher than normal / potential leak)

Berryville Service Address: \_\_\_\_\_

OWNER: Closing/Purchase Date: \_\_\_\_\_ TENANT: Move In/Lease Date: \_\_\_\_\_

Business Name: \_\_\_\_\_  
(Owner or President of Business MUST complete & sign application)

Business Federal EIN #: \_\_\_\_\_

Business Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ (must be on deed / listed on lease & present to sign application)

Co-Applicant Name: \_\_\_\_\_ (must be on deed / listed on lease & present to sign application)

Mailing Address (new utility bill) : \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

## APPLICANT

## CO-APPLICANT

SS# (applicant): \_\_\_\_\_

SS# (co-applicant): \_\_\_\_\_

Date of Birth (applicant): \_\_\_\_\_

Date of Birth (co-applicant): \_\_\_\_\_

Driver's License Issued State (applicant): \_\_\_\_\_

Driver's License Issued State (co-applicant): \_\_\_\_\_

Driver's License # (applicant): \_\_\_\_\_

Driver's License # (co-applicant): \_\_\_\_\_

Cell Phone (applicant): \_\_\_\_\_

Cell Phone (co-applicant): \_\_\_\_\_

Work Phone (applicant): \_\_\_\_\_

Work Phone (co-applicant): \_\_\_\_\_

Employer (applicant): \_\_\_\_\_

Employer (co-applicant): \_\_\_\_\_

## OWNER INFORMATION

Settlement Agency: \_\_\_\_\_

Address: \_\_\_\_\_ City/State: \_\_\_\_\_

## TENANT INFORMATION

Landlord Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City/State: \_\_\_\_\_

**Applicant Signature**

**Co-Applicant Signature**

### PLEASE NOTE

We Bill Monthly – Payment is DUE by the 15<sup>th</sup> of Every Month to Avoid Penalties

Any Past Due Amount is Subject to a 10% Penalty & a \$50 Admin Fee/Disconnection of Service

Deposits are not transferable. Minimum charges accrue even if service is off/disconnected.

\$50 Return Check / ACH Fee

Sign up for ACH (Auto-Payment) - Withdrawn on the 15<sup>th</sup> - Pay ONLINE at: [www.berryvilleva.gov](http://www.berryvilleva.gov)