

# COMMONWEALTH UTILITIES, INC.

P.O. Box 520 ♦ Culpeper, Virginia 22701

540-825-2781 ph ♦ 540-825-8202 fx

## WATER SERVICE APPLICATION

*(Water Utility Service for Fairview Acres & Estates, Clairmont Manor, Rotherwood I & II and Fox Hill)*

Applicant's Name: \_\_\_\_\_

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

Mailing Address: \_\_\_\_\_

S.S. # or FIN: \_\_\_\_\_ <sup>1</sup>Email \_\_\_\_\_

Home Phone #: (     )                                  Cell (     )                                  Work (     )

Employer's Name: \_\_\_\_\_

Employer's Address: \_\_\_\_\_

Co-Applicant's Name: \_\_\_\_\_

S.S. # or FIN: \_\_\_\_\_

Cell/Mobile Phone #: (     ) \_\_\_\_\_

Employer's Name: \_\_\_\_\_

Employer's Address: \_\_\_\_\_

Work Telephone: (     ) \_\_\_\_\_

Have you had water service with Commonwealth Utilities previously?:     \_\_\_ YES     \_\_\_ NO

If yes, when & where? \_\_\_\_\_

Date you desire service to be connected:     \_\_\_\_\_ /     \_\_\_\_\_ /     \_\_\_\_\_

Do you \_\_\_ Rent/Lease     \_\_\_ Own     \_\_\_ Realtor     If realtor please note lock box code:     \_\_\_\_\_

If you rent or lease – Owner's name:     \_\_\_\_\_

Owner's address:     \_\_\_\_\_

Owner's home phone #: (     )                                  Cell (     )                                  Work (     )

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Please read the reverse side of this application before signing. I have read both sides of this application; understand and agree to adhere to all of Commonwealth Utilities' billing procedures; do hereby authorize requested utility service to be established in my name at the above service address; and agree to pay for such service until terminated at my request.

I agree to the terms.

Approved by: \_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_ Date

\_\_\_\_\_ Co-Applicant's Signature

\_\_\_\_\_ Date

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## APPLICATION FOR WATER SERVICE:

<sup>1</sup>Email is used for emergency notifications; you may add as many emails as you like.

The monthly minimum is always charged and there is no prorating. No deposit required.

After application is complete, the meter is read within 24 hours and confirmed that water is on. This reading is used as the starting number for new homeowner. If the house is vacant or unoccupied a person with access to the house will be required to be present during the initial turning on of the meter to ensure that there were no open valves in the house.

Meters are typically read around the 15<sup>th</sup> of the month each month and billed within two business days. If you do not receive your bill by the 3<sup>rd</sup> working day after the billing date, please call the office to receive a duplicate and/or find out the amount of your bill so you can pay by the due date.

If you dispute any aspect of a bill and want to avoid additional charges and/or collection actions, you must call the billing office at 540-825-2781 at least five days prior to the due date of this bill.

If the total due is **NOT PAID BY THE DUE DATE**, a \$1.00 or one and a half percent (1.5%) fee, whichever is greater, will be added to your balance due. Bills are due on the 5<sup>th</sup> of each the month.

Return check fee is \$35.00.

If the account balance is **NOT PAID IN FULL 10 DAYS AFTER THE DUE DATE**, a service order to **DISCONNECTED WITHOUT FURTHER NOTICE** will be entered.

Once a service notice to disconnect or cut-off by reason of non-payment has been processed, a reconnection fee (\$200.00) shall be added. **ALL CHARGES APPLY ONCE THE SERVICE NOTICE TO DISCONNECT HAS BEEN PROCESSED.** The service does not have to be physically disconnected for the charges to apply. Disconnected services shall not be turned on until all fees and bill amounts are paid in full. Payments received prior to 3:30 p.m. on a business day shall be reconnected that same day. After hours services may be available for an additional fee.

All fees and procedures are subject to change as established and set by Commonwealth Utilities, Inc.

For your convenience we accept: Cash, Check, PayPal, Credit Cards and Auto Debit. A night deposit (slide through door) is available at Country Water Systems at 123 W. Spencer Street, Culpeper.

In the event you move it is the customer's responsibility to make arrangements with Commonwealth Utilities, Inc. to get the final meter reading. The bill is generated immediately and is due within 15 days of departure. If a balance is owed upon final termination of the utility service and it is not paid within 15 days of rendering the bill, you are subject to a delinquent bill, all applicable service charges and reasonable attorney's and/or collection fees necessary to collect said bill.

If you have a problem with your water service please contact Commonwealth Utilities, Inc. at 540-825-2781. Emergency service is available at the same number.

**It is unlawful for any person to remove, tamper with, or damage any meter, or equipment belonging to or used by Commonwealth Utilities, Inc. in connection with its utility systems as defined by the Code of Virginia and the State Corporation Commission. Dig with CARE – please call Miss Utility before you dig: 800-522-7001.**