



TOWN OF STEPHENS CITY
New Utility Account Application

Date of Application: _____ Effective Date of Service: _____

Service Address: _____

Applicant Name: _____

Co-Applicant Name: _____

Email: _____

Bills are sent via email. Billing by mail available upon request.

APPLICANT

CO-APPLICANT

Home Phone: _____

Home Phone: _____

Work Phone: _____

Work Phone: _____

DL# _____

DL# _____

Will You OWN or RENT? (CIRCLE ONE)

OWNER AUTHORIZATION FORM REQUIRED FOR ALL RENTERS

Purchased / Rent from: _____

Security Deposit & Meter Service fee of \$225.00 as set out in Town Code Chapter 22, Article II
paid via CASH CHECK CREDIT (CIRCLE ONE) on above date.

By signing this application, you are certifying that you agree:

- 1) To pay for services as rendered, and if not paid on time, you agree to pay all penalties, collection costs and attorneys fees.
- 2) To comply with all terms of Chapter 22 of the Town Code including allowing entry onto the premises for utility work, reading meters and for inspections as provided in Chapter 22 of the Town Code.

Applicant Signature

Date

Co-Applicant Signature

Date

Helpful Suggestions and Information

Billing is every other month. Payment must arrive in the office by the bill due date to avoid penalties. ACH (bill auto-pay) forms are available upon request. Please conserve water. Be cautious of leaks and leaving water running. When moving out, please call us for a final read, disconnect service and provide new/final billing address. Your deposit will be applied to any outstanding balance. Please update your vehicle registration with the DMV and the Frederick County Commissioner of the Revenue within 30 days. DMV # 866-DMV-LINE (866-368-5463). Commissioner's Office Personal Property Division # 540-722-8324.

Office use only: person taking deposit _____

Account no. _____