



TOWN OF MIDDLEBURG
10 West Marshall Street
Post Office Box 187
Middleburg, Virginia 20118
540-687-5152
540-687-3804 – fax
www.townofmiddleburg.org



APPLICATION FOR WATER SERVICE

By seeking water service, and where applicable sewer service, to the property defined below, the Applicant agrees to abide by and accept the conditions governing the use of the Town water supply and sewer treatment systems as adopted, and amended from time to time by the Town Council of the Town of Middleburg. A picture ID is required when applying for service.

STREET ADDRESS at which service is requested: _____

WATER BILLING ACCOUNT # _____ DATE SERVICE IS TO BEGIN: _____

APPLICANT'S NAME: _____ SS#: _____

APPLICANT'S MAILING ADDRESS: _____

PHONE NUMBER: _____ EMAIL ADDRESS: _____

APPLICANT'S SIGNATURE: _____ DATE: _____

Does this location also have sewer service? _____ Yes _____ No
 Is this a new or existing water service? _____ New _____ Existing
 Do you own or rent/lease this property? _____ Own _____ Rent/Lease

NOTICE TO RENTERS: The Owner's information and signature **MUST** appear on this application. A deposit equal to the previous three months billing for this address **plus** a non-refundable \$35 administrative fee must be paid before service to rental units will be provided.

DATE DEPOSIT PAID: _____

OWNER'S NAME (if not the same as above): _____

OWNER'S MAILING ADDRESS: _____

OWNERS SIGNATURE REQUIRED: The Town of Middleburg provides water and sewer service to the owners of the properties in accordance with the provisions of the Code of the Town of Middleburg. Even if the property is rented or leased and the tenant is expected to pay for these services, the ultimate liability for payment of water charges and associated sewage charges remains with the owner. By signing this application, the owner of the property acknowledges that the above-listed tenant has entered into a lease for the property at the above-listed address and is authorizing said tenant to obtain water and sewer services at this address. By signing this application, the owner of the property acknowledges liability for payment of the water and sewer charges should the tenant fail to do so and that the Town may place a lien on said property if the tenant fails to pay any water and sewer charges due for services rendered, as allowed under the Town Code.

OWNER'S SIGNATURE: _____ DATE: _____

OWNERS REQUEST FOR NOTIFICATION IN THE EVENT THE TENANT BECOMES DELINQUENT IN PAYMENT OF BILL: I hereby request that the Town of Middleburg notify me at the below e-mail address whenever the above-listed tenant becomes fifteen (15) days delinquent in the payment of the utility bill.

E-Mail Address: _____

FOR OFFICE USE ONLY

Renters: Fee: _____ **Deposit (equal to previous 3 months service) + \$35.00 Admin. Fee = \$** _____

Owners: \$35.00 Admin. Fee