



Return completed, signed 2 pages of contract/application & fees listed (Payable to Paw Paw Rt. 19 PSD) & any required supporting documents listed:
1) leave at PSD's Drop Box (no postage required, NO CASH) situated on driveway behind building, library end of Arnettville Community Center (ACC), located 4120 Fairmont Rd. (Box contents collected 2:00pm daily Mon-Sat (unless state/federal holiday). Items left after 2:00pm will be collected/credited next scheduled pick-up day) **OR 2) mail by USPS mail** to P.O. Box 2035, Westover, WV, 26502 **OR 3) E-mail digital document(s) to PawPawH20@gmail.com** (Subject line: Request Service)
 Fees can be submitted separately from contract/application, but the contract/application will not be processed until required fees are received, in-full.
NOTE: Persons preferring to pay fees by debit/credit card or e-check, must make prior arrangements with office staff in order for PayClix (our authorized on-line / by-phone payment service) to recognize you as our customer.

CONTRACT / APPLICATION FOR WATER SERVICE with Paw Paw Rt. 19 Public Service District
 (Please Print information using black or blue ink)

Type of Service Requested: _____ Residential -----OR-----> _____ Commercial _____ Industrial _____ Other: _____

Request Service to begin: _____ / _____ / _____
 (Actual begin date is subject to office approval & schedule availability)
 (For Commercial/Industrial/Other, list Business Name in Full Name)
 Provide Phone # / Contact Person here: _____
 Print Contact Name: _____

For a residence/structure located in community of Crown, a confirmation of established sewage service with Greater Paw Paw Sanitary District (contact at 304-278-2078) must be received prior to processing of contract / application for water service.

- Existing Tap Fees required: ① **\$115.00 security deposit** (refundable - See Customer Information Packet for details)
- + ② \$25.00 re-connection fee (ONLY required from existing account holders to re-activate a previously shut-off account)

- New Tap Fees required: ① **\$465.00* at time of application** [\$350.00 tap fee + \$115.00 security deposit] (* fees refundable, if service unable to be provided)

For New Tap: Before final approval of service can be given, an on-site evaluation of the tap location will be performed by utility personnel to 1) determine if service can be provided at this location in its' current state and 2) to establish location of the service tap.

Required Documents for New Tap (copy or emailed digital image):

- ① Approved permit for sewage disposal for this residence / structure's location as issued by Monongalia or Marion county Health Department OR confirmation of service with Greater Paw Paw Sanitary District for locations in the community of Crown.
- ② Site plat / map/ hand drawing showing sewage disposal location on the property.

Primary Applicant is: Property Owner** Landlord OR Renter
 Property Located in: Monongalia Marion Tax District: _____
 (Map/Parcel ID#: _____ Recorded: Bk# _____ Pg# _____)

*If Renter, provide Landlord Information as follows:
 (a copy of current lease may be required, if requested)*

Rental Property Owned By: _____
 Landlord's Phone#: _____
 Landlord's Mailing Address: _____

****NOTE:** *If applicant cannot be verified as the property owner through public records, the PSD will consider the applicant(s) as a 'renter' (see Customer Information Packet - Security Deposit Evaluation), until such time as the applicant provides proof of property ownership to the office.*

REQUIRED Consent: Initial this box, to show acceptance as follows: the applicant(s) acknowledges and agrees to abide by all regulations governing PPRt.19PSD and its' policies (as presented in the Customer Information Packet and posted on PSD's website PawPawWater.com) and to pay all charges monthly as specified. Billing begins on date the tap is installed/meter is set, regardless of usage. A copy of the current tariff rate can be found in Customer Information Packet, on website, posted at the Arnettville Community Center, and printed on back of monthly billcard.

NOTE: Customers are required to have a gate/shutoff valve installed, on the customer's side of the line, outside the utility's meter pit, for the purpose of turning the water on and off, giving ability to drain water from all customer lines vs. turning the meter off & on (by the Public Service Commission of WV Water Rules Rule 4.1.g.8). The PSD recommends in addition, that a customer also has a check-valve installed on customer side of the line, outside the utility's meter pit.

To CANCEL SERVICE: Customers must notify the district in writing by submitting a Stop Service Form and will continue to be responsible for any & all charges until written notification is received and a final reading is obtained.

Return with contract for each applicant listed:
 A copy (paper copy or emailed image) of current valid federal/state photo ID.

PRIMARY APPLICANT INFO, must be 18 years of age; (Please print):
 Full Name (or Company Name, if applicable): _____
 Name: _____
 Driver License #: _____ State Issued: _____
 Date of Birth: _____/_____/_____
 Employment Status: Retired SSDI: Currently Employed with: _____
 Work Phone #: _____

Contact Information: mark 1st choice for contact, if supplying two:
 Phone # _____ Cell Phone/VM _____
 Phone # _____ House Landline/VM _____
 Email (print) _____

Phone # REQUIRED: The office will use primary applicant's phone contact information to communicate urgent notices such as known outages, water quality advisory or past due notification or other information concerning this account. Please note that if customers change contact information, they must notify our office also.

NOTE: The office is only authorized to speak to the person listed in Primary Applicant Name concerning this account, unless there is another name listed as co-applicant. If there is someone over the age of 18, residing in your household that you would like to also give authority to take action concerning this account, they must also complete the Co-Applicant section in full, sign the application & submit ID.

CO-APPLICANT INFO (must be 18 years of age); (Please print):
 Full Name: _____
 Driver License #: _____ State Issued: _____
 Date of Birth: _____/_____/_____ Retired:
 Employment Status:
 Retired SSDI Unemployed Currently Employed with: _____
 Work Phone #: _____

Contact Information (if different than primary application info):
 Phone # _____ House Landline Cell Phone
 Phone # _____ House Landline Cell Phone
 Email Address: _____

Mailing Address: (Please print):
 (Street or P.O. Box): _____
 (City, State, Zipcode): _____

Service Physical Address/911 Location (if different than Mailing address):
 (Street, City/Zip): _____

Print PRIMARY APPLICANT Name: _____

Current Number of Occupants in Household: _____

Property Owners only: Please complete the following CUSTOMER SURVEY (responses are required for the Federal Lead Service Line Inventory (LSLI) Database). Database entries will be identified by location only, no names will be included:

Year Structure: _____ **Structure** Framed House Modular Mobile Home: Single-Wide Double-Wide
Built/Manufactured: _____ **Type:** Garage (only) Commercial Bldg Ag Shed/Barn/Livestock Water Valve Only (no structure)

INTERIOR: Was the plumbing inside installed OR replaced: Before 1988 After 1988

What type of plumbing materials were used inside the structure: Copper Galvanized Plastic Other (specify): _____

EXTERIOR: Was the pipe/line in ground from meter to structure Installed OR Replaced: Before 1988 After 1988

What type of materials was installed in ground from meter to structure: Copper Galvanized Plastic Other (specify): _____

Circle Size of pipe/line installed in ground from meter to structure: 3/8" 1/2" 5/8" 3/4" 1" 1-1/4" 1-1/2" 1-3/4" Other: _____"

Does the customer service line have a Shutoff/Gate Valve installed outside meter pit on customer side of meter?: YES NO

Does the customer service line have a Check-Valve installed outside meter pit on customer side of meter?: YES NO

Is there currently a Customer Installed Supplemental Pumping System (CISPS) (i.e., any additional equipment installed on the customer side of the meter pit to improve the pressure (i.e., a pump or a holding tank to increase pressure)? NO

YES If yes, complete following: Date Installed: ____/____/____

Pump Holding Tank: Material: Plastic Metal Capacity (in gallons)

Tank Size: ____"H ____"W ____"L OR _____ g

By signing this application, the Applicant(s) understands and agrees to accept the pressure as it exists at the metering point. Any further improvements in pressure, shall be the responsibility of the Applicant(s). If Applicant should in the future, install pressure improvements as described, they will register their Customer Installed Supplemental Pressure System (CISPS) information with the office staff.

PRIMARY APPLICANT SIGNATURE: _____ X DATE: _____

CO-APPLICANT SIGNATURE: _____ X DATE: _____

THIS APPLICATION SHALL NOT BE BINDING UNTIL INITIALED BY PAW PAW RT. 19, PSD REPRESENTATIVE: (PPRt19PSD Staff Initials) _____ DATE: _____

OFFICE USE ONLY: Rate Code = 5 (inactive until meter is set) **Activated ACCT** (rate code 1) # Days to Prorate (if 1st usage <2,000g) **Acct #:** _____ (prev acct# _____)
READ ORDER/Sequence#: _____ Route#: _____ Date ____/____/____ _____ days LLRA acct (reverts back to acct# _____)

Served by Tank/Pump#: Pump #1 Pump #2 Pump #3
Documents RCVD: Confirmation GPPSD service (Rt 7/9) CALL List Attributes
 Approved county sewage permit Text List File copy of
 Plat/Survey map (if new tap site) Email List this pg; red LSLI
 Copy / digital image of Photo ID(s) Route List folder until update

Seq# >= 3520 but <+6330 = County Line Tank
Seq# Bt 1330 and 3510 = Georgetown Tank
Seq >= 6340 but <= 8630 = Hagans Tank

Fees Required:

Security Deposit (\$115.00): \$ _____

Security Deposit Transferred: \$ _____
(from acct# _____)
Note: _____

New Tap Fee (\$350.00): \$ _____

Reconnect Fee (\$25.00): \$ _____

Other: Balance Transferred: \$ _____

Equipment Damage Fees: \$ _____

Total Fees Owed: \$ _____

Total Fees Received: \$ _____

Date RCVD: ____/____/____

Chk# _____ MO# _____

Cash RCVD: ___\$100 ___\$50 ___\$20 ___\$10
___\$5 ___\$1 ___\$Coin
Cash Receipt#: _____

Source: Mail DropBox Met@ACC
PayClix Transaction#: _____;
(moved to Sec Dep Tab)
(moved to Sec Dep Acct)

Set Security Deposit Refund Evaluation Date
renter=12/31/2999
else = (1st billing month)+1/21/ yyyy

Refunded: ____/____/____

Chk# _____
 Good 12month Pay History
 Applied to Acct Balance
 Transferred to Acct#

Meter Set: ____/____/____ Brand: Badger MasterMeter Neptune Rockwell Sensus

Serial# _____ RVS Meter Type: Manual/Analog or B (lperl*)

BEGIN Reading: _____ *Radio MXU#: _____ C

Location: Latitude: **39.** _____ Longitude: **-80.** _____

PSI* reading** _____ (Waiver Required if: Low < 30psi OR High >55psi)

Date: ____/____/____ @Metering Point @Customer Outside Faucet Other: _____

***If waiver required, must be signed before service activated. Signed Waiver Rcvd: ____/____/____

New Tap Installed: ____/____/____ by Tom Chickerell Excavating Invoice# _____ \$ _____

Other Materials Purchased for tap: Vendor: _____ \$ _____

Other Materials Purchased for tap: Vendor: _____ \$ _____

Tap Info: Standard w/Pressure Regulator Size: _____" Total Cost \$ _____

Pigtail Material Used: Copper Plastic Other: _____ Notes: _____

Tap served by: Main Line Alternate Main Line Ext Main Line Ext Long Service Line

AFTER Site Evaluation, it was determined service was unable to be provided at this time, Total Fees Received \$ _____ were refunded to customer ____/____/____ Check#: _____

Account CLOSED/Finalized: ____/____/____ @CustRequest Non-Pay Past Due
Resulting in: Balance Due \$ _____ Credit Balance (after SD applied)
Billed/Due: ____/____/____ Refunded: ____/____/____ Check#: _____

Fees (check or money order) payable to Paw Paw Rt. 19 PSD, are to be submitted the same time as application by check or money order. Completed application and supporting document(s) + fees can be left at PSD's dropbox (correspondence/payments left at box, are gathered daily Mon-Sat at 2:00pm (unless state/federal holiday). Dropbox located @ 4120 Fairmont Road along back driveway of Arnettsville Community Center (Library end of building) and displays our blue water faucet logo OR can be mailed to P.O. Box 2035, Westover, WV 26502. If you prefer to pay fees by debit, credit card or E-check, you will need to contact office so that they can assign an account number and authorize Payclix to accept payment for that account prior to submission of payment. If you would prefer to exchange paperwork in person, contact the office staff to arrange a meeting at the Community Center.

PRINT all responses legibly USING blue or black ink. To prevent delays in processing, be sure contract is signed and dated and all items are completed. If returning application electronically, scan or digitally photograph (so it can be clearly read and shows applicants' signatures) to PawPawH20@gmail.com.

1. Designate requested type of service: Residential or Commercial/Industrial/Other If commercial, supply company name as Primary Applicant Full Name and list the contact person for this account.
2. List date you want service to begin (pending approval of application):
3. a. Existing Tap: Upon receipt of completed application & applicable fees (security deposit & reconnection fee (if required). Generally, water service can be activated within one to three business days after receipt of paperwork. Expect a call from our field staff (caller id PawPaw FieldStaff), who will discuss if you want to be on-site when meter is set to ensure that all faucets/valves have been turned off in the residence or any other options available at that time. Paw Paw Rt. 19 PSD is not responsible for any water/appliance damages inside the residence.

Required Supporting Documents for existing tap:

1) Copy of current valid state or federal-issued ID for each applicant listed on application. A digital photo can be emailed to office at PawPawH20@gmail.com if unable to provide a paper copy.

- b. New Tap Required: Upon receipt of completed application & applicable fees (tap fee & security deposit) and supporting documents (as listed below), customer will be contacted by the system's utility representative to evaluate the physical location and to get details of property boundaries, etc.

Required Supporting Documents for new tap:

- 1) Copy of current valid state or federal-issued ID for each applicant listed on the application. A digital photo can be emailed to office at PawPawH20@gmail.com if unable to make a paper copy.
- 2) a copy of your approved septic permit from the county Health Department OR a confirmation that service has been established with Greater Paw Paw Sanitary District, if in the Crown area.
- 3) Attach a survey plat or hand-drawn map of the area marking property lines, utility right-of-ways, building site, etc.

If service can be provided at this site, customer will be added to the installation schedule. Response time may vary due to PSD's contractors' schedule. Customers should allow a minimum of 30 days in advance of required date of service. Please note that contractor's should be notified that they must include 1) a required gate valve and 2) a check-valve (optional, but suggested), both to be located outside the meter pit on customer's side.

If service cannot be provided at this location in the current state, a utility representative will contact customer to discuss options, following site visit. Please note that additional deposits may be required if a water line extension is needed in order to provide service at this location. If after options are explored, no viable solution for service can be reached by PSD & customer, fees already paid will be approved for refund, at the next scheduled monthly board meeting.

4. Also provide the physical location / service address of the house (the street address).

Note: If the residence is located in the area/community of Crown, it is required that you FIRST contact and establish sewage service with Greater Paw Paw Sanitary District (304-278-2078) prior to submission of a water service application. They will notify this office when that step has been completed/approved, before your application for service with us can be processed*.

In order for utility personnel to locate your property (particularly if needing a new tap), complete a brief description of the property location to aid the utility person in locating your residence. For instance, distance from an intersection, landmark, the name OR street address of nearest neighbor(s) to the left and right of your property, etc.). (example: My property joins John Smith, 22 Smith Hollow Road, on left OR my property is located 8 miles south from Rt. 2, 3rd house on left on Water St.) if known.

5. Provide information regarding status of ownership of the property where requesting service:
 - a. Owner: If known, designate county and tax district where property located. property ownership will be verified using local courthouse records. Persons occupying a property that cannot be established as 'property owner', will be treated as 'renter' in regards to evaluation of security deposit refunds, until such time as customer provides proof of property ownership to the office (see Customer information packet - Security Deposit Evaluation).
 - b. Renter: provide landlord name and contact information. Office may require copy of lease agreement, if requested.

Security Deposits on file are refundable under the following conditions:

1) If the customer is the property owner and has paid their account balance in full and monthly billings paid on-time for 12 consecutive months, the security deposit will be refunded at that time.

2) When an account is closed for any reason, and a final reading has been taken, the security deposit will be applied to the account and the customer will receive a refund/bill for any remainder.

- 3) If customer's are leasing property or considered renters, security deposits will be retained until that customer ends service with Paw Paw Rt. 19 PSD at which time the security deposit will be applied to the account and customer will receive a refund/bill for any remainder.
6. List number of occupants to be living in residence at this time.
7. Read and initial to designating they acknowledge and agree:
- To pay monthly billing*, abide by current PSC of WV rules & regulations, current Tariff Rate and PSD's current policies/rules as presented in attached Customer Information Packet. *Monthly billing begins when meter is set, regardless of usage.
 - That customers are required to submit in WRITING (form available through PSD office or online website), when desiring to stop/cancel services with PSD. This should be received in the office 2-3 days prior to date of cancel services. Customer is still responsible for any and all charges and billing continues (regardless of usage) until this written notification is received and a final reading is obtained by field staff.
 - Customers are required by the PSC of WV to have a gate/shutoff valve installed on the customer's side of the line, outside the utility's meter pit, for the purpose of turning the water on and off, giving the ability to drain water from all versus turning it on and off in the meter pit.
8. Provide Primary Applicant & any Co-applicant Info. All Applicants must be 18 or over.
- Only the applicant(s) who have signed the application will be authorized to obtain information on the account and/or to make changes, and are obligated for activities/responsibilities concerning this account (See #6).
 - Include id# from current state-issued driver's or non-driver ID.
 - Provide date of birth.
 - Provide current employment status and work contact number (if available).
 - List the current telephone number for each of the customer(s) listed on contract. The primary applicant's number will be designated as the main contact for this account, unless specified differently. This will be the number used to receive any notifications about the account (scheduled or emergency outages, boil water advisories, or past due notifications, etc.).
9. Provide an email address. This may be used if phone number provided, is not active to deliver notification, outage info, etc . Providing an email address automatically activates customer's connection to Payclix where customers can register and allows customers access to billing information and can be useful, in case the physical billcards are not received. Providing us with an email address does not require you to use the online payment service and your email is only supplied to Payclix and no other agencies. See Payment Policy: Available Payment Options for more information on making payments. *Customers opting to use Payclix as a payment service, will incur transaction fees from Payclix. NOTE: if USPS mailed billcard has not been received by 5th of any month, contact the office for your balance, as billcard has been lost in mail.
- Customer receives an automatic email notification from PayClix© when a new billing has been uploaded, and includes a link to show current charges, past due and current balances.
- In addition, customers with any remaining balance on the 18th of each month will receive a reminder email, giving them the opportunity to pay the balance before the due date of 20th of month, and avoid a late-fee penalty fee.
10. Supply the preferred mailing address for any correspondence regarding this account: Provide a street name including the house number OR a Post Office Box number, including the city, state and zipcode.
11. Complete required survey questions (as required by federal EPA for Lead Service Line Inventory (LSLI) Database, effective 2024). Entries to LSLI are submitted by location, not by name.
12. Primary & Co-Applicant must both sign and date the application (in ink).
13. Please note that the application is not binding until approved and initialed by a Paw Paw Rt. 19 P.S.D. representative. This will be done after application is evaluated in the office and/or by utility representative field staff who has made contact with applicant(s), and any questions are resolved.
14. Return completed application along with appropriate Service Fees and any other required supporting documents via method desired from options listed at top of Contract / Application for Service.
15. Note: Customers are not authorized to be in the water meter pit for any reason, other than to verify their reading, and lids must be replaced properly; any other deviation will be considered tampering (manipulating a meter in any way, including turning it on and off) and can result in legal charges/prosecution, immediate termination of service and additional fees could be applied if any damages occur to PSD's equipment.