



LANDLORD/OWNER

Application for Water/Sewer Service

Date: _____

Service Start Date: _____

Service Address: _____

Landlord/Owner Assuming Responsibility (Reason): _____

Landlord/Owner Information:

Primary Name: _____

Social Security #: _____ Driver's License #: _____

(If business, Tax id #)

***Social Security numbers are required to establish a water account.**

Mailing Address: _____ City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____ Work Phone: _____

Email Address: _____

The Activation of Water/Sewer Accounts for Landlord/Owner

The Landlord/Owner will be required to pay a "Temporary Cut-on Fee" of \$250.00. This temporary cut-on service will allow you to clean, check for leaks, or other things you may need to do at your property. Please have your closing disclosure, tax or Hud Statement available for review. No exceptions.

Final Reading

A final reading is required when a Landlord/Owner is selling their property or when a different Tenant is being moved in or out of a rental property. It is the landlord/owner's responsibility to submit a signed shut off request in order to have services disconnected. The final bill is good for up to two weeks after the date of the final reading. If the bill is not paid in full, within the two week time frame, the Landlord/Owner will need to schedule another final reading. We will not transfer or approve an application for water/sewer service at this property unless a final reading has been completed. You can call to the billing office at (336) 578-3443.

Refund of Deposit

The Landlord/Owner will receive a refund once the bill is paid for the usage of water/sewer during the temporary cut-on service. If there is no water/sewer usage, then only the monthly minimum water/sewer amount will be charged, according to how many months service was provided. Once all transactions are complete at the billing office, the refund will be mailed to you during the Town's pay bills cycles, the 15th of each month and the 30th of each month.

Please read Policy and accept by signing on back:

Policy for Damaged Water Meters (Revised March 22, 2017)

It is required that each resident have a working water meter (the first one being supplied by the Town) in order to accurately be billed for their water usage. Please be aware of where your meter is located and be careful not to damage or tamper with the meter in any way. It is the policy of the Town of Green Level that when a water meter is damaged because of misuse/abuse (as determined by the Town), it is the responsibility of the resident to pay the Town for a new water meter. This payment may be paid in installments, if needed. Meter components are as follows and the Town would have to determine which components would need to be replaced, if meter is damaged.

Meter Box - \$18.84*

Meter Setter - \$156.46*

RR Meter - \$350.00* (**Prices are subject to change without notice*)

Signature: _____ Date: _____