

(Revised 12/16/15)  
TOWN OF PULASKI  
P. O. BOX 660  
PULASKI, VA 24301  
TELEPHONE NUMBER (540) 994-8640/8641  
FAX NUMBER (540) 994-8647  
TOWN OF PULASKI, VIRGINIA  
APPLICATION FOR WATER & SEWER

**A PHOTO ID IS REQUIRED TO HAVE WATER TURNED ON IN THE TOWN OF PULASKI**

RENTAL FEES REQUIRED ARE AS FOLLOWS: (includes rent-to-own properties):  
\$140.00 Water Deposit      \$20.00 In-Town Service Fee      \$25.00 Out-of-Town Service Fee  
\$45.00 Garbage Deposit (**ALL FEES TO BE PAID IN FULL WITH APPLICATION**)

OWNER FEES REQUIRED ARE AS FOLLOWS:  
\$20.00 In - Town Service Fee      \$25.00 Out-of-Town Service Fee  
**\*\*\*FOR SAME DAY SERVICE; INFORMATION MUST BE IN OFFICE BY 2:00PM\*\*\***

**\*If you rent or rent-to-own, a copy of the lease agreement must be submitted with this application.**

**\*\*If you are a new home-owner, a copy of your closing documents or deed must be submitted with this application.**

INSTRUCTIONS: The Town requires all persons or entities having a right of possession to the premises to sign as accountholders. Where premises are occupied by someone other than the owners, the occupants will be the accountholders unless otherwise requested by the owners. The owners must still sign the application to authorize service hookup for the occupants, but this does not make them liable for the occupants account other than the exception listed below in the Landlord/Owner Statement.

Date property was RENTED \_\_\_\_\_ Date property was PURCHASED \_\_\_\_\_

**SERVICE LOCATION INFORMATION**

Owner: \_\_\_\_\_  
Service Location Street Address: \_\_\_\_\_  
Owner Phone No: \_\_\_\_\_ (where you can be reached if there is a problem with property)  
Owner Mailing Address: \_\_\_\_\_  
Directions: \_\_\_\_\_

**OWNER'S STATEMENT**

\_\_\_\_\_ The applicant(s) are sole owners of the premises and request the account to be in their names.  
\_\_\_\_\_ The applicants are not sole owners of the premises. The owners agree that the Town may provide service to the applicants, including initial connection and any reconnection, and understand that service cannot be disconnected at the owners' request without the consent of the applicants unless the premises are vacated by all applicants.

**LANDLORD/OWNER STATEMENT: IF A TENANT'S WATER METER IS PULLED DUE TO NON-PAYMENT OF BILL AND WATER BEING TURNED BACK ON BY SOMEONE OTHER THAN A TOWN EMPLOYEE, THE LANDLORD/OWNER WILL BE RESPONSIBLE FOR THE PULLED METER FEE TO PUT THE METER BACK AT THE PROPERTY. \$100.00 IN TOWN \$200.00 OUT OF TOWN**

\_\_\_\_\_  
Owner or Owners' Agent      ( )      \_\_\_\_\_  
Phone      Mail

**APPLICANT INFORMATION (To be completed for each adult living at address)**

	Applicant 1	Applicant 2
Legal Name	_____	_____
Mailing Address	_____	_____
	_____	_____
Social Security #	_____	_____
Employer	_____	_____
Daytime Phone #	_____	_____
Evening Phone #	_____	_____

**REQUEST FOR SERVICE**

I HEREBY REQUEST THE INITIATION OF WATER SERVICE UNDER THE FOLLOWING CONDITIONS: **Please initial your choice of procedures:**

\_\_\_\_\_ 1. The Town of Pulaski is requested to turn the water service on at the above address. The Town if further requested to allow approximately 40 gallons of water to run through the meter. If the meter continues to run and no one is at the residence to verify that no leaks exist, the water meter will be turned off. Payment of an additional fee (\$20.00 if performed before 3:00 PM / \$30.00 after 3:00 PM) will be required before the meter is turned on again.

\_\_\_\_\_ 2. The Town of Pulaski is requested to turn the water service on at the above address. The Town is requested to allow the meter to run regardless of any leaks. I (we) accept full responsibility for any and all damages incurred at the above listed address and agree to pay in full any charges for water registered as passing through the meter. I (we) will also hold harmless the Town of Pulaski, its agents and all employees for any damages incurred or any associated cost.

\_\_\_\_\_ 3. The town of Pulaski is requested to turn the water service on at the above address. I (we) agree to be present at the above listed address to insure no leaks exist between:

9:00 a.m. and 12:00 Noon on \_\_\_\_\_ or

1:00 p.m. and 3:00 p.m on \_\_\_\_\_

Failure on my part to be present at the designated date and time will result in allowing approximately 40 gallons of water to flow through the meter. If a leak is detected at the meter, the water will be turned off and I (we) agree to pay all associated fees to have the water service turned back on.

**WARNING: We strongly recommend that someone be at the home when the water is turned on. Leaks or open faucets can cause severe property damage and even electrical fires. Service is provided with the understanding that you are assuming the risk of such damage and that you release, indemnify, and hold harmless the Town of such damage.**

Each Applicant has read and understands the above application and accepts the NOTICE TO APPLICANTS STATEMENTS.

_____	_____
Applicant 1	Date
_____	_____
Applicant 2	Date
_____	_____
Applicant 3	Date

**FOR TOWN USE ONLY**

Account # \_\_\_\_\_ Meter # \_\_\_\_\_ Meter Reading \_\_\_\_\_

**TOWN FINANCIAL BACKGROUND VERIFICATION**

CHECK	OWNER 1	OWNER 2	OWNER 3
Utility	_____	_____	_____
Real Tax	_____	_____	_____
Pers. Tax	_____	_____	_____
Other	_____	_____	_____

**PAYMENT INFORMATION**

Deposit (\$ _____) Paid	\$ _____
Meter Installation	\$ _____
Access/Connection	\$ _____
Other Monies Owed	\$ _____
Other	\$ _____
<b>TOTAL PAID TODAY</b>	<b>\$ _____</b>
Deposit Balance Unpaid	\$ _____

**REVIEW INFORMATION**

Cashier Name	_____
Supervisor Approval	_____
Disapproval	_____
Remarks	_____
Bank	_____
Account #	_____

# **DETACH AND KEEP FOR YOUR RECORDS**

## **NOTICE TO APPLICANTS**

**-IN ORDER TO STOP WATER SERVICE AND CHARGES FROM BEING INCURRED, YOU MUST COMPLETE A DISCONNECT NOTICE TO STOP SERVICE. THIS CANNOT BE COMPLETED VIA A PHONE CALL TO OUR OFFICE.**

- The Town reserves the right (but is not obligated) to cut off service without notice when it appears that there is a leak in the water lines on the customers' premises.

-The Town attempts to provide uninterrupted service but cannot guarantee that service will not be interrupted from time to time by line breaks, repair and maintenance, and other circumstances.

-Customers are strongly advised to have devices installed to protect water heaters and other equipment from damage in the event that water service is interrupted.

-The Town will terminate service if false information is furnished on this application or misrepresentations are later made to the Town as to service or payment.

- **Account holders remain liable for all charges incurred unless and until service is terminated pursuant to a written request by the account holders or, if the premises have been vacated, on written request of the owners.** No rebate will be given for vacancy of the premises. In an emergency, the Town may disconnect service with telephone authorization where the identity of the caller can be verified.

- The Town may refuse a disconnection request if the account is not current and a party with an apparent interest in the premises objects to disconnection.

- Deposits will be retained by the Town without interest until the applicant has made (18) eighteen consecutive on-time payments (including applicant's prior accounts). A new deposit will be required after any involuntary disconnection. This is in addition to the reconnection fee.

- Upon discontinuance of service, whether voluntary or involuntary, any sums owing to the Town by the account holder will be deducted from the deposit before the balance, if any, is refunded. Refunds will be by check payable to all account holders jointly.

- ALL ACCOUNTS ARE SUBJECT TO THE ORDINANCES AND NORMAL OPERATING PROCEDURES OF THE TOWN, AS THEY NOW EXIST OR ARE HEREAFTER CHANGED BY THE TOWN.

### **PAYMENT INFORMATION:**

UTILITY PAYMENTS CAN BE DROPPED IN THE NIGHT DROP AT THE BACK OF THE MUNICIPAL BUILDING OR MAILED TO THE OFFICE. PAYMENTS CAN ALSO BE MADE BY CREDIT CARD THROUGH OFFICIALPAYMENTS.COM OR BY PHONE AT 1-800-272-9829 (JURISDICTION CODE OF 6210). PAYMENTS MADE TO OFFICIAL PAYMENTS MUST BE MADE TWO DAYS PRIOR TO THE DUE DATE. OUR OFFICE ACCEPTS CASH, CHECK, OR MONEY ORDER PAYMENTS IN OUR OFFICE MONDAY-FRIDAY FROM 8:30 A.M. – 5:00 P.M.

PAYMENTS MADE AFTER 5:00 P.M. ON PAYMENT DUE DATE, INCLUDING PAYMENTS DROPPED IN NIGHT DROP BOX WILL BE ASSESSED A PENALTY.

**PAYMENTS MADE AFTER 5:00 P.M. THE DAY PRIOR TO DISCONNECTION DATE, INCLUDING PAYMENTS DROPPED IN NIGHT DROP BOX AFTER 5:00 PM WILL BE SUBJECT TO THE RECONNECTION FEE.  
RECONNECTION FEE: \$40 BOTH IN TOWN LIMITS AND OUT OF TOWN LIMITS**

**THERE WILL BE A \$40.00 FEE ON ALL RETURNED CHECKS.**

**Emergency/After Hours Contact #: 540-994-8680.**

**\*\*You will need to purchase a town decal for all vehicles that you own and will be housed in the Town.**