



Connection of Utilities Service Form

104 N King St
PO Box 248 (for mailing)
Shepherdstown, WV 25443

Application # _____

Please complete this form to sign up for utilities service. Depending on location, utilities may include water, sewer, garbage & recycling pick up. Be advised that we require 48-hour notice prior to turning on utilities. We require a copy of your driver's license, lease agreement if you are renting, and a security deposit.

Today's date: _____ **Date of occupancy:** _____

Applicant's name: _____

Street address: _____

Mailing address: _____

_____ City _____ State _____ Zip

Telephone: _____ **Email:** _____

Type of use:
____ Residential
____ Commercial

If residential service, please provide the number of people in household: _____

If commercial service, what is name of business: _____

And what type of business: _____

Driver's license number: _____ **Social Security number:** _____

Place of employment: _____ **Work phone:** _____

Are you the owner?
____ Yes
____ No

Landlord name if you rent: _____

Landlord mailing address: _____

_____ City _____ State _____ Zip

Telephone: _____ **Email:** _____



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Have you had service with us?

_____ Yes

_____ No

Street address where service was provided: _____

Name account was listed under: _____

Dates of move in/move out: _____

Application for.

_____ Water

_____ Water & sewer

_____ Water, sewer, garbage & recycling

By signing below, you agree that you have read and understand our policies ([link to AttachUtilitiesPolicy](#)), and that the information provided, to the best of your knowledge, is true and correct. The information provided on this form will be used to enroll you in our town notifications for water emergencies, similar occurrences, and town information. You can opt out of these notifications at any time.

Date: _____

Signature: _____

For Office Use:

Previous Customer & address

Fee Paid
Date Paid