

# Application for Service



The City of  
**RICHWOOD**  
WEST VIRGINIA

**Richwood Water and Sewer Department**  
6 White Avenue, Richwood, WV 26261  
(304) 846-2596 – phone  
(304) 846-2580 - fax  
[richwoodwaterclerk@gmail.com](mailto:richwoodwaterclerk@gmail.com)

**Classification of Service** \_\_\_\_\_  
(residential, commercial, industrial, resale, other)

Applicant \_\_\_\_\_ Co-applicant \_\_\_\_\_

Physical Address \_\_\_\_\_

Mailing Address \_\_\_\_\_

Telephone Number \_\_\_\_\_ Alternate Number \_\_\_\_\_

Applicant's Employer \_\_\_\_\_ Telephone \_\_\_\_\_

Applicant's State ID \_\_\_\_\_ Co-applicant's State ID \_\_\_\_\_

Rent { } Own { } Other \_\_\_\_\_

Renter – Name of Landlord \_\_\_\_\_

Landlord's Telephone \_\_\_\_\_ Address \_\_\_\_\_

Services Requested – Water { } Sewer { } Sanitation { }

I hereby authorize service to be established in my name at the above property location and agree to pay for service until discontinued by my request in writing. I understand that this application is accepted subject to the availability of service at this location.

THERE WILL BE A \$50.00 FEE PER UTILITY REQUESTED FOR A SECURITY DEPOSIT  
There is also a \$15.00 connect fee for water that will be added to the first months bill.

\_\_\_\_\_  
Applicant Signature Date Co-Applicant Signature Date

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### Office Use Only

Account # \_\_\_\_\_ Date Entered \_\_\_\_\_ Entered By \_\_\_\_\_

Deposit Amt. \_\_\_\_\_ Meter No. \_\_\_\_\_ Meter Reading \_\_\_\_\_ Meter Route \_\_\_\_\_

Date On \_\_\_\_\_ Work Order No. \_\_\_\_\_ Office Personnel \_\_\_\_\_