



APPLICATION FOR WATER, SEWER & TRASH ACCOUNT

ID MUST BE VERIFIED IN PERSON, AS WELL AS RENTAL AGREEMENT, IF APPLICABLE

Service Activation Date: _____

Name on Account:

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First Name

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Last Name

Physical Address: _____ **Grottoes, VA 24441**

Mailing Address (If different than above): _____

Driver's License Number of Account Holder: _____

Social Security Number of Account Holder (last four digits only): _____

Date of Birth ____/____/____ Age (optional) _____ 65+ receive discount

Phone: Home _____ Work _____ Cell _____

Do you rent or own? _____ New Construction YES NO

If you rent, from whom: _____ Phone # _____

Address _____ Verified by _____

To have bill emailed, please send an email to utilities@ci.grottoes.va.us with your service address in the subject. You will not receive a paper copy—bills are emailed approximately the first of the billing month.

Terms/ Conditions:

Deposit - Cash/Check preferred. Cards accepted, 3% convenience fee applies. Your deposit will either be refunded or applied toward your last billing after notification of moving. A forwarding address is required to receive your deposit. *If you move, you are still responsible to pay for services rendered through your move date.*

• **Bills** - Your water/sewer bill is mailed the 5th day of the odd months and due the 5th day of the even months. If your bill is not paid by the 5th you will receive a second notice that will have a 10% penalty added to it. **If you do not pay this bill by the required date, your services will be disconnected.** If your services are disconnected there will be a \$35.00 reconnection fee during business hours M-F 8:00 am – 5:00 pm. After hours and holidays there is a \$70.00 reconnection fee. There is a \$30.00 return check charge. *Failure to receive bill does not relieve your obligation to pay.* Online payments can be made at www.TownofGrottoes.com (Be sure to select UTILITY BILLS)

• **Trash Collection** - If avail., trash services are included in your water/sewer bill. Trash will be collected in cans or dumpsters provided by Waste Management. Only trash inside of the receptacle will be collected. Collection will be on Thursdays. Trash **MUST** be out by 6:00 A.M. of your schedule pick-up day. *National Holidays or inclement weather may affect the routine schedule. Please follow us on Facebook or the Calendar on the website for updates.*

All of the information I have provided above is true and accurate. I understand that providing false information may leave me subject to criminal penalty. I have read, understand, and agree to the terms and conditions listed above.

Signature _____

Date _____

BILLING SCHEDULE

Billing Period	1st Bill	Billed	Due
6/15 - 8/15	___	9/5	10/5
8/15 - 10/15	___	11/5	12/5
10/15 - 12/15	___	1/5	2/5
12/15 - 2/15	___	3/5	4/5
2/15 - 4/15	___	5/5	6/5
4/15 - 6/15	___	7/5	8/5

For Town Office Use Only:

ID verified? Yes No Initials: _____
Form of ID? Driv Lic Soc Sec Other _____
Account number: _____
Deposit Amount: \$150.00 (\$75.00 limited svc)
Payment: Cash Check # _____