



UTILITY SERVICE APPLICATION RESIDENTIAL PROPERTIES

Service Address:

City: _____
State: _____
Zip Code: _____
Service Start Date: _____

For MCPU use only

Account No: _____

List all occupants over the age of 18:

Type of Service Requested:

- ☐ Water ☐ New Tap Required
☐ Sewer ☐ New Tap Required

Size Requested: _____

Size Requested: _____

Applicant:

Last First MI

Date of Birth: _____
Driver's License No.: _____ State: _____
Phone No.: _____
Social Security No.: _____
Email: _____

Billing Address: _____
City: _____
State: _____
Zip Code: _____

Paperless Billing:

☐ Yes ☐ No

Enrollment in EverBridge platform for Reverse 911 Notifications?

☐ Yes ☐ No

Co-Applicant:

Last First MI

Date of Birth _____
Driver's License No.: _____ State: _____
Phone No.: _____
Email: _____

For Tenants Only:

Owner: _____

Last First MI
Address: _____
City, State, Zip: _____
Phone No.: _____
Email: _____

Authorization for Services:

I hereby grant to Montgomery County, its agents, employees and contractors a license to bill me for services, install a water tap, lateral and meter box (if necessary), install sewer tap, lateral and clean out, (if necessary) and enter upon my property to perform the aforementioned work, to read the meter(s), or to service Montgomery County equipment and lines. It is understood that Montgomery County or its representatives shall enter upon the property only for operation, maintenance and repair of the water and sewer system. I agree to pay for the replacement of any non-standard driveways (exposed aggregate, etc.), headwalls, light posts, sodded areas or similar improvements within the rights-of-way or public utility easements should Montgomery County deem it necessary to remove or damage in order to repair, replace, or alter its utilities. I agree not to plant, install, construct or situate any buildings, structures, obstructions, trees, fences, berms, ponds or pools within the rights-of-way or public utility easements. Furthermore, I agree not to impede, block, prohibit, or deny Montgomery County access to its meter box in any way whatsoever. I understand that Montgomery County will restore grade, as close as possible, to the condition prior to any utility work performed by Montgomery County, including standard driveways (concrete, asphalt or stone) and reseeding of the disturbed area. I agree to maintain any pet in a fashion that will not hinder or prohibit access of Montgomery County to its meter box or otherwise endanger County personnel. I agree to not alter the water lines and/or sewer laterals and clean-outs without the express written consent of the Montgomery County Public Utilities Department. I agree to have any such alterations inspected by a representative of Montgomery County's Public Utilities Department prior to the covering of the area where the alterations were made. I agree to pay for any damage done to County equipment and lines by my representatives, contractors, tenants or myself. I understand that I may be subject to a monetary civil penalty for any breaking, damaging, destroying, uncovering, defacing or tampering with any structure, appurtenance or equipment which is part of the water and/or wastewater collection system or water and/or wastewater treatment facilities. I agree to notify Montgomery County of any changes in ownership or tenancy and will be responsible for fixed meter and consumption charges billed for water and/or sewage usage when utility service is not in the name of the tenant or until service in my name has been terminated in accordance with County policy. I certify that the information provided on this form is accurate and I have disclosed fully all information requested. I also certify that I have read and understand the Montgomery County Public Utilities Billing and Collections Policies attached herewith.

Applicant's Signature

Date

Co-Applicant's Signature

Date

For MCPU Use Only

1. Has the applicant(s) had previous service within 90 days?

☐ Yes ☐ No

If yes,

Account No.: _____

Termination Date: _____

Outstanding Bal.: _____

2. Has there been previous service at this address?

☐ Yes ☐ No

If yes,

Account No.: _____

Termination Date: _____

3. Did Applicant(s) benefit from the above service?

☐ Yes⁴ ☐ No

If yes,

Outstanding Balance: _____

Outstanding Balance: _____

Meter Fee: _____

Tap Fee: _____

TOTAL: _____

Financed: ☐

I certify that the ownership of the property was verified through the Montgomery County Register of Deeds or that the lease information was verified with the property owner. I further certify that any outstanding balances have been paid, and the fees noted above have been received or financed per MCPU policy. The Billing and Collections policies have been reviewed with the applicant and presented to them. Work Order No.: _____ has been generated to (check all that apply):

☐ Install a tap

☐ Install a meter

☐ Unlock, Turn-On, & Read

MCPU Representative Signature

Date

Notes:

1. Outstanding balances on any
2. Tap Fee applies if no tap
3. Was the Applicant(s) listed on the previous service account, own the property, or maintain residence at this location
4. Report all outstanding balances – even if older than 90 days

For Renter Accounts:

What method was used to verify rental status?

Phone Lease
☐ (Verbal) ☐ Agreement

Other: _____

MCPU Representative Signature

Date