

# **\*\*New Water/Sewer Applicant Requirements\*\***

- New applicants may apply M-F 8AM-4PM.
- Proof of ownership OR written permission on Landlord Authorization Form (found under 'Forms' on our website)
- Photo ID
- SSN
- \$100 deposit made only by cash or check only.  
(this payment must be made separate from the application fees)
- \$25 application fee for water service and \$25 application fee for sewer service.  
(some addresses do not require both services.)
- Must not have any other outstanding accounts.
- Notarized Application

**APPLICATION  
FOR SERVICE WITH  
THE SMYTH COUNTY WATER AND SEWER DEPARTMENT**

121 Bagley Circle, Suite 113, Marion, Virginia 24354  
(276) 783-3298 ext. 2

Start Date \_\_\_\_\_ Account No. \_\_\_\_\_  
Full Legal Name \_\_\_\_\_ SSN: \_\_\_\_\_  
Spouse's Legal Name \_\_\_\_\_ SSN: \_\_\_\_\_  
Service Address: \_\_\_\_\_  
Mailing Address (if different): \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Telephone No: \_\_\_\_\_ Alternate No: \_\_\_\_\_  
Place of Employment: \_\_\_\_\_  
Tax Map No. (if known) \_\_\_\_\_ Deed Book \_\_\_\_\_ Page No. \_\_\_\_\_  
Service Requested: Water \_\_\_\_\_ Sewer \_\_\_\_\_ Both \_\_\_\_\_  
If Sewer only, please list water provider: \_\_\_\_\_

I (we) hereby certify that the above information is true and complete. I (we) understand and acknowledge responsibility for prompt payment of all water and sewer services billed by the Smyth County Water and Sewer Department and agree to comply with all ordinances of the Board of Supervisors concerning water and sewer users.

Signature of Applicant(s): \_\_\_\_\_  
Date: \_\_\_\_\_  
City/County of \_\_\_\_\_ Commonwealth/State of \_\_\_\_\_  
The foregoing instrument was duly signed and acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by  
\_\_\_\_\_ and \_\_\_\_\_.

\_\_\_\_\_  
Notary Public My commission expires:

**PLEASE NOTE**

Pursuant to Virginia Code §15.2-2118, Smyth County is authorized to place a lien on real property if water and sewer bills are delinquent more than \$25.00. The County may also seek collection on any unpaid water/sewer bills, late fees, penalties and costs through the Virginia Department of Taxation Debt Set-Off Program. If you are the owner of rental property, as of July 1, 2014, new tenants are permitted to sign up for services provided a deposit of \$100 is paid and a landlord authorization form signed by the owner is included in the application. If the deposit is insufficient to cover the bill, the remaining amount owed will be the responsibility of the owner/landlord to pay after the county uses reasonable methods to seek payment from the tenant, including debt set-off through the Virginia Department of Taxation. Pursuant to Virginia Code §15.2-2119, a lien may then be placed on the owner's rental property if the remaining amount is more than \$25.00. The County will subrogate its claim to the Owner/Landlord who may seek payment from the tenant thereafter through civil litigation.

**For Office Use Only**

Date received: \_\_\_\_\_ Employee: \_\_\_\_\_  
Acct No. \_\_\_\_\_ Book/Sequence: \_\_\_\_/\_\_\_\_ BR: \_\_\_\_\_ Meter Reader: \_\_\_\_\_  
Previous Occupant: \_\_\_\_\_ Meter ID: \_\_\_\_\_ Service Number: \_\_\_\_\_