

**Notice:** If Meters Are Tampered With (To Turn ON or OFF) You Will be Charged a \$25 Penalty

Bills left unpaid after the due date are subject to a \$20 late fee or 10% of the total bill, whichever is greater.

Town of Windsor  
Water Department  
8 E Windsor Blvd.  
Windsor, Virginia 23487  
Phone: (757) 242-4288  
Fax: (757) 242-9039

Payments may be made by Cash, Check, Money Order, or Credit/Debit Card.

**Note:** All Credit/Debit transactions are subject to a 3% processing fee.

**\*\*Applications are mandatory for customers to receive service. Failure to complete the application and pay fees listed below may result in non-connection of service. Thank you for your cooperation. If there are any questions, or you need assistance completing the application, please contact the Town of Windsor.\*\***

I, \_\_\_\_\_, the undersigned applicant, hereby apply for and authorize the Town of Windsor to provide water service in accordance with the Town's applicable rate schedule and rules or regulations for such service as may be revised or amended.

Service Address: \_\_\_\_\_ Move in Date: \_\_\_\_\_

Buying / Own Home: Yes \_\_\_\_ No \_\_\_\_ Rent: Yes \_\_\_\_ No \_\_\_\_

**\*\*A completed Landlord Authorization Form must be completed and provided to the Town of Windsor PRIOR TO connection of services\*\***

If Renting: Name of Landlord or agent managing property: \_\_\_\_\_ Phone # \_\_\_\_\_

Landlord Address: \_\_\_\_\_

Applicant Information

Applicant Name: \_\_\_\_\_ Applicant Signature: \_\_\_\_\_

Applicant SSN: \_\_\_\_\_ Cell Phone # \_\_\_\_\_ Home Phone # \_\_\_\_\_

Driver's License # \_\_\_\_\_ Email Address: \_\_\_\_\_

Mailing Address (If different from Service Address): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Services Fees

**\$30.00 Non-refundable utility connection fee**

**\$75.00 Deposit** (non-interest bearing; refunded to the applicant after service discontinued UNLESS unpaid bills exist; to which the deposit will be applied.)

Service Fees (New Construction Only)

**\$5,000 Facility Fee** (New service connection to Town water supply system)

**\$1,000 Connection Fee** (Waived only for developers that make the connection)

**\*\*A Request for Disconnect Form is required to stop utility service. Customer is responsible for utility bill up to date of stop\*\***

**Office Use Only**

Account # \_\_\_\_\_

Water Connection Fee \$ \_\_\_\_\_

Customer # \_\_\_\_\_

Water Deposit \$ \_\_\_\_\_

New Build Connection Fee \$ \_\_\_\_\_

Parcel # \_\_\_\_\_

New Build Tap Fee \$ \_\_\_\_\_

**Paid By:**

\_\_\_ Check # \_\_\_\_\_

Batch # \_\_\_\_\_

\_\_\_ Money Order

\_\_\_ Credit/Debit Card

Beginning Meter Reading: \_\_\_\_\_