

Dinwiddie County Water Authority
23008 Airpark Drive
North Dinwiddie, Va. 23803-6926
Tel. (804) 861-0998
Fax (804) 861-4270

Policy for Opening an Account

If you OWN the property, you will need to provide the following information at the time of account set-up:

1. Copy of the Deed – The account will be put in the name(s) listed on the deed.
2. Copy of the Hud-1 document
3. Letter on the closing company's letterhead stating property has been closed. Must state name and address of sellers, buyers, and the date of the property closed.
4. Current Driver's license or other valid photo ID for each person on the account.
5. Social Security card for each person on the account.
6. \$25.00 non-refundable account set-up fee.
7. Dinwiddie County Water Authority application for service.
8. Each person on the deed must sign the application.
9. Owner's Authorization Letter advising a lien will be placed if bill not paid – must be signed by owner(s).

If you are RENTING the property you will need to provide the following information at the time of account set-up:

1. Copy of a Fully Ratified Lease. The account will be set up in the name(s) listed on the lease. In the event the tenant wants to move in prior to the date stated on the lease, then the tenant must provide written permission from the landlord stating the date the tenant may have water service activated at the property.
2. Current Driver's License or other valid photo ID for each person on the account.
3. Social Security Card or Social Security verification may be used.
4. \$25.00 Non-Refundable account set-up fee
5. Minimum of \$150.00 Security Deposit. This deposit is not interest bearing and any credit balance over \$5.00 remaining will be refunded after the final bill has been paid. (Deposit may vary based on previous account history with DCWA).
6. Dinwiddie County Water Authority application for service.
7. Each person on the lease must sign the application.
8. Owner's authorization letter (owner/tenant letter) advising lien will be placed if tenant does not pay the bill – must be completed, signed, and dated by owners(s).

Approved by: _____
Date: _____

Application for Service
Dinwiddie County Water Authority

Customer Information:

Name: _____ SSN#: _____

D.O.B.: _____ Drivers License #: _____

Employer: _____

Co-Applicant: _____ SSN#: _____

D.O.B.: _____ Drivers License #: _____

Employer: _____

Service Address: _____

Billing Address: _____

Telephone: Home: _____ Work: _____ Cell: _____

Email Address: _____

****It is very important that we have a current phone number so that we may contact you in case of any major water leaks that may occur on the above property.****

Property Owner: _____

Address: _____

Telephone: _____

Deposit Information:

Application Fee : _____ (non-refundable) Deposit required: _____

***Applicant Signature:** _____

***Co-Applicant Signature:** _____

Authority's Official Signature: _____

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Social Security Verification Form

Name: _____ (full legal name)

Social Security Number: _____

Date of Birth: _____

Place of Birth: _____ (State)

Mother's Maiden Name: _____ (last name only)

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OWNER AUTHORIZATION LETTER FOR INITIAL SERVICE

Date: _____

Owner: _____

Phone: _____

Address: _____

Service Address: _____

Dinwiddie County Water Authority provided water and sewer services

On (date) _____

To your real property designated by current address listed above.

Please be advised that a lien will be placed on that property in accordance with the law if said owner fails to pay an fees, rents or other charges when due for the Authority's services. Please be advised that the account will continue to accrue charges as long as those charges are not paid.

Signature: _____

Co-owner signature (if any): _____

Dinwiddie County Water Authority

By: _____

Date: _____

OWNER'S AUTHORIZATION FOR WATER/SEWER SERVICE IN NAME OF TENANT

Date: _____

To: Dinwiddie County Water Authority
23008 Airpark Drive
Petersburg, VA 23803

This completed form may be mailed or delivered to the Authority at the above address, sent by facsimile to (804)861-4270, or scanned and emailed to *email@dcwa.org*.

Re: [Insert full name of tenant(s) and address]

To the Dinwiddie County Water Authority:

The above tenant(s) has/have entered into a lease or rental agreement for the property located at the stated address and is/are authorized to obtain services at said address as a tenant of the undersigned, who are all the owner(s) of the property.

I/we understand that if the tenant does not pay the full amount of delinquent charges, with penalty and interest, within two months after the due date, a lien may be placed on the property if I/we do not then pay same within 30 days after notice to me/us. I/we request that, in lieu of mailing, notices and information be sent to me/us by facsimile to # _____ or by e-mail to _____.

Signed: _____

Signed: _____

Type or print name and address of owner:

Type or print name and address of owner:

