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 recorded Deed to the property—The account will be put in the owner(s)’ name(s) listed on the deed.
2. Current Driver’s license or other valid photo ID for each person on the account.
3. Social Security card or social security verification form for each person on the account.
4. $25.00 non-refundable account set-up fee.
5. Dinwiddie County Water Authority application for service.
6. Each person on the deed must sign the application.
7. Owner(s)’ Authorization Letter advising that a lien will be placed on the property if bill not paid. Must be signed by all owner(s).

If you are RENTING the property, you will need to provide the following information at the time of account set-up:
1. Owner(s)’ Authorization for Water/Sewer Service in Name of Tenant(s).
2. Current Driver’s License or other valid photo ID for each person on the account.
3. Social Security Card or Social Security verification form for each tenant.
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 of tenant with DCWA).
6. Dinwiddie County Water Authority application for service.
7. Each tenant must sign the application.
8. Owner(s)’ authorization form (owner/tenant letter) advising that lien will be placed on the property if tenant does not pay the bill. Must be completed, signed, and dated by owner(s).
APPLICATION FOR SERVICE
DINWIDDIE COUNTY WATER AUTHORITY

Applicant: ____________________________ SSN: _____________________________

DOB: ____________________________ Drivers License #: ____________________________

Email Address: _______________________________________________________________

Co-Applicant: _________________________ SSN: _____________________________

DOB: _______________________ Drivers License #: ____________________________

Email Address: _______________________________________________________________

Service Address: ______________________________________________________________

Billing Address: ______________________________________________________________

**Telephone: Home: ________________ Work: _________________ Cell: ________________

**It is very important that we have current phone numbers so we may contact you regarding
any water emergency involving the above property.

Property Owner: _______________________________________________________________

Address: ______________________________________________________________________

Telephone: _____________________________________________________________________

Deposit Information:

Non-refundable Account Set-up Fee: ___________ Security Deposit: _____________

____________________________________________________
Applicant’s Signature				Date

____________________________________________________
Co-Applicant’s Signature		Date

____________________________________________________
Authority Employee’s Signature		Date
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)
OWNER(S)’ AUTHORIZATION LETTER FOR INITIAL SERVICE

Date: ______________

Owner(s): ________________________________ Telephone: ______________
Address: ________________________________

______________________________________

Service Address: ______________________

______________________________________

Dinwiddie County Water Authority provided water and sewer services (date) ________________
to your real property designated by the current service 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 all fees, rents or other charges when due for the Authority’s services. 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 Dr
North Dinwiddie, 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 all 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:

_________________________________  ________________________________
_______________________________  ________________________________
_________________________________  ________________________________