

**Corporation of Shepherdstown**

104 North King Street  
Post Office Box 248  
Shepherdstown, WV 25443

Tel. (304) 876-2574  
E-mail. [billing@shepherdstown.us](mailto:billing@shepherdstown.us)  
Fax. (304) 876-1473

**UTILITY USE ONLY**

FEE PAID:  
DATE PAID:  
PAID WITH:

Tel. (304) 876-2312  
E-mail. [receptionist@shepherdstown.us](mailto:receptionist@shepherdstown.us)

**New Customer Application Form**

**PLEASE READ CAREFULLY.** We require 48-hour notice prior to turning water on. Upon signing up for water service, **we require a copy of your Driver's License, Lease Agreement, and a Security Deposit.**

1. Date: \_\_\_\_\_ Date of Occupancy: \_\_\_\_\_

2. Customer's Name: \_\_\_\_\_

Name(s) of other occupant(s) living in household: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

3. Customer's Driver's License Number: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Place of Employment: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

4. Are you the owner?  Yes  No (If no, please provide Landlord's information):

Landlord's Name: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

5. Have you had service with us before?  Yes  No (If yes, please provide information below):

Address where service was provided: \_\_\_\_\_

Name Account was listed under: \_\_\_\_\_

Dates moved in/out: \_\_\_\_\_

6. Application for:  Water  Water/Sewer  Water/Sewer/Garbage

Type of use:  Residential  Industrial  Commercial

For Residential service, please provide the number of people in household: \_\_\_\_\_

**By signing below, you agree that you have read and understand our Policy(s), and that the information provided, to the best of your knowledge, is true and correct.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**



## Customer Contact Information Sheet

The following information is necessary to establish the Message 911 Calling Post Program which will be used to notify you in the event of a water emergency or similar occurrence. **Please print clearly.**

**Name (as it appears on your water bill):** \_\_\_\_\_

**Primary Phone:** \_\_\_\_\_ Answering Machine/Voicemail:  Yes  No

I do not have phone service.

**E-Mail:** \_\_\_\_\_

I do not have e-mail service.

**Mailing Address:** \_\_\_\_\_

**Physical Address:** \_\_\_\_\_

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**Signature**

**Date**

**Immediately contact Town Hall if any of the above information changes.**

Shepherdstown Town Hall

Attn: Amy L. Boyd, Town Clerk

P.O. Box 248, Shepherdstown, WV 25443

Direct Line: 304-876-2398, Fax Line: 304-876-1473

E-mail: [clerk@shepherdstown.us](mailto:clerk@shepherdstown.us)

Website: [www.shepherdstown.us](http://www.shepherdstown.us)

Office Use

Previous Customer: \_\_\_\_\_

Location: \_\_\_\_\_