

CITY OF MANASSAS PARK

Water & Sewer Billing Office

One Park Center Ct. Manassas Park, VA 20111

Telephone: (703) 335-8805 Fax: (703) 393-9992

Email: water.billing@manassasparkva.gov

Service No. _____

Customer No. _____

Application For Utility Services (Water, Sewer, Refuse & Recycling Collection)

Service Request Date: _____

Application Date: _____

Applicant Name: _____

Social Security #: _____

Co-Applicant Name: _____

Social Security #: _____

Service Address: _____

Billing Address (if different from Service Address): _____

If Applicant(s) is/are tenant(s):

Name(s) of Property Owner: _____ Phone Number: _____

Property Owner Address: _____

Applicant Contact and Employment Information

Home #: _____ Cell #: _____ Work #: _____ Email: _____

Name of Employer: _____

Employer Address: _____

Name of Contact Person (not living with you): _____

Contact Person Address: _____

Relationship _____ Telephone #: _____ Cell/Alternate #: _____

Property will be occupied by: Tenant _____ Owner _____ Other _____ (Realtor, Prop. Mgmt.)

PROPERTY OWNER(S) AUTHORIZATION FOR TENANT TO OPEN/BE ADDED TO WATER AND SEWER ACCOUNT

The Applicant(s) listed above has/have entered into a lease for the property located at the Service Address listed above and is/are authorized to obtain services at this address as my tenant(s). I acknowledge that a lien may be placed on the property if my tenant fails to pay any delinquent water/sewer charges.

Signed _____

Application/Connection Fees

All Applicants are required to pay a \$76.00 Application/Connection Fee, which includes \$30.00 Connection/Transfer Fee and a \$46.00 Minimum Monthly Fee.

Tenant Applicants are required to pay a \$240.00 Security in addition to the Application/Connection Fee.

Note: The \$240.00 Security Deposit will be waived upon application for a utility services account for tenants who submit a signed landlord authorization letter along with documentation (such as a Section 8 Voucher) showing that the tenant receives needs-based local, state or federal assistance.

TOTAL APPLICATION/CONNECTION FEE \$ _____ (due and payable prior to service connection).

I agree that I am responsible for payment of all service charges (water, sewer, refuse & recycling collection) assessed against the Service Address referenced herein, in accordance with the City Ordinance governing water/sewer charges.

I understand that penalties and interest will be assessed on Manassas Park Utility bills not paid by the due date reflected in the billing statement, that service may be disconnected for non-payment and my account turned over to a third party collection agency.

I declare that the information I have provided in this application is true and accurate to the best of my knowledge.

Note: It is a misdemeanor for any person to willfully make any false statements in order to receive utility service (Va. Code § 18.2-186).

Signed _____

Applicant's Signature

Co-Applicant's Signature

OFFICE USE ONLY

_____ Lease/Settlement Statement
 _____ Proof of Fee Payment

_____ Photo ID Verified
 _____ Application on File

_____ Utility Employee No.
 _____ Sect. 8 Voucher Letter



City Manager:
Lazlo Palko

CITY OF MANASSAS PARK

Water & Sewer Billing Department

City Hall • One Park Center Court • Manassas Park, Virginia 20111-2395
(703) 335-8805 • Fax (703) 393-9992
www.cityofmanassaspark.us

Mayor:
Jeanette Rishell

Vice Mayor:
Preston Banks

Council Members:
Hector Cendejas
Haseeb Javed
Miriam Machado
Alanna Mensing
Donald Shuemaker

APPLICATION INFORMATION FOR RESIDENTIAL UTILITY SERVICE CUSTOMERS

Welcome to the City of Manassas Park Utility Billing Office! Our business hours are 8:30am to 12:30pm and 2:30pm to 5:00pm, Monday through Friday. The office is closed on weekends and federal and state holidays.

Please read the following information and complete the attached application in order to establish a utility service account with the City of Manassas Park. We will attempt to have your service connected within 24-48 hours of application. We cannot guarantee same-day connection.

In order to establish a utility service account, the following documentation must be provided:

New Owner/Purchaser:

- Valid, government issued, photo identification (driver's license, passport)
- Copy of Settlement Statement or Deed (Property owner/owner occupants)
- Completed application for Utility Service Connection (water, sewer, refuse & recycling)

Lessee/Tenant:

- Valid, government issued, photo identification (driver's license, passport)
- Completed application for Utility Service Connection (water, sewer, refuse & recycling)
- Landlord's completion of the Landlord Authorization form and Property Owner's Agreement, along with copy of Landlord's photo identification for verification purposes.
- Landlord must also sign their portion of the application

Bank Owned Properties/Realtor Manager:

- Letter from bank granting management of property to realtor (listing agreement) or management agreement.
- Completed application for Utility Service Connection (water, sewer, refuse & recycling)

The City of Manassas Park utility services include water, sewer and refuse & recycling collection. For questions or new account information regarding electricity or gas service, please contact: NOVEC (Northern VA Electric Cooperative) (703) 335-0500; Columbia Gas (800) 543-8911 or Washington Gas (703) 750-1000

Application/Connection Fees for Manassas Park Utility Services:

\$30.00 Connection Fee + \$46.00 Minimum Monthly Fee = \$76 Application/Connection Fee
\$240.00 Security Deposit (Tenant Applicants Only). Note: No Security Deposit will be required if Tenant presents to the City a signed landlord authorization letter along with documentation (such as a Section 8 Voucher) showing that the tenant receives needs-based local, state or federal assistance.

Payment is due in full and payable at time of application.

Security Deposits - For Tenant Applicants Only:

When the Tenant Applicant requests a final reading for account closure, the Security Deposit will be applied as payment to the final bill if the final bill is equal to/less than the Security Deposit. Any remaining balance due to the Tenant Applicant will be mailed to Tenant Applicant's forwarding/new address. If the final bill is greater than the Security Deposit, the Security Deposit will be held until full payment for the final bill has been received. Once the final bill has been paid, the Security Deposit will be returned to the Tenant Applicant via USPS. Tenant Applicants should be sure to provide the Water Billing Office with their forwarding/new address when account closure is requested.

For additional questions regarding your water, sewer or refuse & recycling services, please contact the Water Billing Office at (703) 335-8805. You may also email questions/concerns to water.billing@manassasparkva.gov.

Again, we welcome you to the City of Manassas Park and we look forward to serving you!