



# Town of Warrenton Public Works

113 S Bragg St | PO Box 281  
Warrenton, NC 27589  
Office: (252) 257-3315 | Fax: (252) 257-9219  
warrenton.nc.gov

## Utility Account Application

### Account Holder Information

Providing your SSN is voluntary. Per G.S. 105A-3, your SSN may be shared with Town of Warrenton's Finance Dept for submission to NC Debt Setoff for collections.

#### Applicant

Name \_\_\_\_\_

SSN \_\_\_\_\_

Phone # \_\_\_\_\_

Email \_\_\_\_\_

Have you had an account with us before? ☐ Yes ☐ No

Any outstanding delinquencies associated with an applicant must be resolved in full prior to the acceptance of new service applications.

Previous Address(es) \_\_\_\_\_

\_\_\_\_\_

#### Co-Applicant

Name \_\_\_\_\_

SSN \_\_\_\_\_

Phone # \_\_\_\_\_

Email \_\_\_\_\_

### Property Information

Service Address \_\_\_\_\_

\_\_\_\_\_

Type of Service ☐ Residential ☐ Business

Business Name \_\_\_\_\_

EIN \_\_\_\_\_

### Billing Information

Billing Address \_\_\_\_\_

\_\_\_\_\_

Is this a Rental Property? ☐ Yes ☐ No

Property Owner \_\_\_\_\_

Phone # \_\_\_\_\_

I, the undersigned have completed this application, and to the best of my knowledge, all statements are true and correct. I understand that by applying for service I agree to abide by the rules and regulations of the Town of Warrenton including restrictions, if any, as well as the rates and fees set by the Board of Commissioners. I further understand that if my bill is not paid when due, it will result in termination of water/sewer service until such time all money and penalties are paid in full.

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_

Co-Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_

### For Town of Warrenton Use Only

Account Number \_\_\_\_\_

Is this a Historic District Location?

Documents Uploaded to Account?

☐ Yes ☐ No ☐ Rental

☐ Yes ☐ No

Deposit Amount \_\_\_\_\_

HD Guidelines Acknowledgement?

Date Account Opened \_\_\_\_\_

Deposit Payment Method \_\_\_\_\_

☐ Signed

☐ Copy of Guidelines Provided

Clerk Signature \_\_\_\_\_

Notes \_\_\_\_\_



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## Requirements to Open a Utility Account

- ☐ Photo ID
- ☐ Proof of Ownership or Occupancy
- ☐ Social Security Number  
*Failure to provide documentation of the Social Security Number of the account holder(s) will result in a higher deposit.*
- ☐ Completed Application
- ☐ Deposit
  - Inside Town Limits – \$150.00
  - Outside Town Limits – \$200.00
- ☐ Activation Fee – \$25.00

### Acceptable Documents:

#### Photo ID

- a. US State Driver's License
- b. US State ID card
- c. US or Foreign Passport
- d. US Military ID

#### Proof of Ownership or Occupancy

- a. Property Deed
- b. Property Tax Card
- c. Closing Disclosure
- d. Settlement Statement
- e. Signed Lease or Rental Agreement

#### Social Security Number

- a. Social Security Card
- b. Tax Return
- c. Form W-2

Deposit and activation fee are due at the time the application is processed, prior to service activation.

### Methods of Payment Accepted:

Cash  
Check  
Money Order  
Cashier's Check

Visa  
AMEX  
Discover  
Mastercard

Submit completed applications with all required documents to the Public Works office at Town Hall in person, or via fax or e-mail. Service activation will occur prior to the end of the next business day.

Warrenton Town Hall is located at 113 South Bragg Street, Warrenton, NC. Office hours are Monday-Friday 8:30am-4:30pm.