

**REAL ESTATE AGENT APPLICATION FOR UTILITY SERVICE**

Name of Agent \_\_\_\_\_

Real Estate Company \_\_\_\_\_

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

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

SSN \_\_\_\_\_

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

Agent must complete this form and submit it with payment (\$25.00) to the Village of Williamsburg at least 24 hours in advance of the requested date and time of reinstatement. Form may be submitted via fax (513-724-6109) or in person. Payment may be made with cash, check, money order or credit card.

A flat fee of \$25.00 is required to open this account. Readings will be taken at the time of reinstatement of service and at the termination of service. Additional cost for water used will be incurred if the gallons used exceed 500.

The Agent or their representative must be on site at the time of reinstatement of services to ensure there are no leaks.

Service will be reinstated for one (1) work day. Service will be terminated at 4 PM on the same day. The account will be considered closed when service is terminated.

If additional charges are incurred, a bill will be mailed to the realtor. All payments must be received by the Village of Williamsburg Utility Department by the due date shown on the bill.

All accounts not paid by due date on bill will be considered delinquent and will be assessed a 10% penalty.

Agents who fail to keep account paid in full and in good standing will not be allowed to open future accounts for Utility Service in the Village of Williamsburg.

I understand that the Village of Williamsburg will be held harmless in the event of any damage caused by the reinstatement of service,

I agree to accept and abide by the above terms.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Office Use Only                      Account Number \_\_\_\_\_  
Date Opened \_\_\_\_\_