



# **APPLICATION FOR TRANSFER OF SERVICE FOR RENTAL UNITS BY BUILDING OWNERS**

Complete and return this form with all  
required documents and information to:

Scott County PSA  
156 Legion Street  
Weber City, VA 24290  
276-386-3401

Enrollment in our Transfer of Service program provides the benefit to owners of rental property of maintaining water or sewer availability to their property at times when their rental unit is vacant. The refundable deposit of \$50 each for water and sewer keeps this convenient service in place for as long as they own the rental property.

## **OFFICE USE ONLY**

Received: \_\_\_\_/\_\_\_\_/20\_\_\_\_

☐ Water    ☐ Sewer

☐ Residential   ☐ Non-Residential

Deposit paid:                \$\_\_\_\_\_

Account No. \_\_\_\_\_

Meter No. \_\_\_\_\_

Scanned: ☐ Staff initials: \_\_\_\_\_

Please mark the appropriate boxes and fill in the required blanks:

Type of service:	<input type="checkbox"/> Water		<input type="checkbox"/> Sewer	
Type of connection:	<input type="checkbox"/> Residential		<input type="checkbox"/> Non-residential	
	<input type="checkbox"/> Single family <input type="checkbox"/> Multi-unit		<input type="checkbox"/> Single tenant <input type="checkbox"/> Multi-unit	
Owner/Applicant:	First:	Middle:	Last:	
PSA account status:	<input type="checkbox"/> Have current account		<input type="checkbox"/> Had previous account <input type="checkbox"/> Never a SCPSA customer	
Service Address:	Street/POB:		City:	State/Zip:
Mailing Address: (If same, leave blank.)	Street/POB:		City:	State/Zip:
Telephone:	Primary number:		Secondary number:	
Email address:	Where you want your bill to go:			
Security info:	Date of birth:     /     /		Social Security Number:	
Driver's License:	State:		Number:	Exp. Date:
Bills are sent by email only	If you do not want bill emailed, enter the address:		Street/POB: _____ City: _____ State: _____ Zip: _____	
We use autopay by bank draft	Attach either a voided check or the account information printout from bank. Type of account: <input type="checkbox"/> Checking <input type="checkbox"/> Savings			<input type="checkbox"/> Opt out of autopay

*I, the above-named Building Owner/Applicant, certify that the above information is correct and that I have read and agree to the "TERMS AND CONDITIONS FOR WATER AND SEWER SERVICE" on the reverse side of this form. Furthermore, I understand and agree to the following:*

- 1. Upon Final Bill for any departing tenant, SCPSA will put the account for the above-listed service location in my name;*
- 2. If SCPSA has already disconnected the service for this location due to non-payment by the departing tenant, SCPSA will charge the reconnection fee to my account and I must pay the reconnection fee before service may be re-started; and*
- 3. I will assume responsibility for the account and all usage charges for the time between the departing tenant's final billing date and when the next tenant applies for service and assumes responsibility for the usage charges.*

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/20\_\_\_\_

## TERMS AND CONDITIONS FOR WATER AND SEWER SERVICE

1. Customer will abide by Scott County Public Service Authority (SCPSA) Rules and Regulations, the SCPSA Cross Connection Control Program, applicable Scott County ordinances, the Virginia Plumbing Code, and the Uniform Statewide Building Code.
2. Customer will pay all SCPSA charges, including connection fee, deposit, administrative fee, monthly use charges, penalties and reconnection fees.
3. SCPSA will provide sufficient water and sewer system capacity to serve Customer's connection, including a minimum pressure of 20 psi at customer's water meter under normal conditions as required by state regulations.
4. SCPSA will mail bills before the 1<sup>st</sup> of each month. Customer payment is due the 10<sup>th</sup> of each month and SCPSA will assess a 10% penalty if payment is made after the 10<sup>th</sup> of the month. SCPSA will disconnect service if a bill is not paid by the 20<sup>th</sup> of the following month.
5. Customer will allow SCPSA to inspect the customer's water and sewer plumbing at any reasonable time deemed necessary by SCPSA to verify there are no cross connections or other hazards to the SCPSA water or sewer system.
6. Customer will keep their water meter and the first sewer cleanout accessible at all times and will give SCPSA the right of ingress and egress to the meter or the first sewer cleanout for the purpose of meter reading, cross-connection prevention, sampling, repair and maintenance of SCPSA lines and equipment, or other necessary operations.
7. Customer will install and maintain all plumbing on the customer's side of the water meter or sewer tap (unless installed by SCPSA as part of a new waterline project). This includes installing (1) the water service line to the SCPSA meter, plus any PRV or cutoff valve required by the building code on the customer's side of the water meter, and (2) the sewer service line (at a minimum slope of 1/8 inch per foot) to the SCPSA sewer tap; and repairing leaks in the customer's plumbing.
8. Customer will contact SCPSA prior to backfilling and covering Customer's new water or sewer service line. This is for SCPSA's benefit to allow SCPSA to inspect the connection of the water or sewer service line. This inspection does not replace any inspection required by the Scott County Building Official.
9. Customer will disconnect all private sources of water (wells, springs, cisterns, etc.) from the building plumbing before connecting to the SCPSA meter.
10. Customer will prohibit extension of the customer's service line to serve additional customers. All customer connections must have a separate SCPSA meter or a separate sewer tap.
11. SCPSA has a Water Leak Adjustment Policy with the following main stipulations: (1) The leak must be on the customer side of the meter; (2) The customer must request the adjustment after repairing the leak; (3) The leak must have caused the water usage to exceed 3 times the normal usage; (4) The adjustment may be applied to two consecutive months; and (5) A leak adjustment may only be done once in 12 months.
12. Customer will inform SCPSA of any changes to their account, including name and billing address changes.
13. Customer will prevent the discharge of the following into the SCPSA sewer system: storm water, surface water, groundwater, roof runoff, swimming pool discharge, and condensate. This includes discharges from sources of runoff, rain, or groundwater including sump pumps, gutters, downspouts, and storm drains.
14. Customer will prevent the discharge of materials into the SCPSA sewer that are harmful to the SCPSA sewer system and the wastewater treatment processes, including greases, oils, petroleum products, flammable liquids, corrosive liquids, toxic chemicals, pesticides, and solids with a dimension larger than ½-inch.
15. Customer must sign and submit the SCPSA form "Authorization to Turn On Water Service Waiver and Release of Liability".