

**NEW WATER METER INSTALLATION
APPLICATION FOR UTILITY SERVICE**

PLEASE COMPLETE THE FOLLOWING INFORMATION:

Today's date: _____ Requested install by date: _____
(*NOT GUARANTEED see NOTE at the bottom of this page*)

Customer Name: _____

Meter service Address: _____ Mailing Address (if different): _____

Home Phone _____ Cell Phone _____

Employer _____ Work Phone _____

Social Security #: _____ Date of birth _____

Driver's Lic. No. & State Issued: _____

Have you ever had an account with WVPWD: _____ If so service address: _____

SIGN UP FOR ALERTS: Text message – Phone # _____

Email: _____

All costs/fees associated with the installation request for a new meter install are required to be paid in advance prior to the installation. Residential and Commercial Water Meter Installation Fees will vary from \$700 - \$1,200 and up depending on the type of meter and location of meter within the district. This charge is **NONREFUNDABLE**.
Homeowner's or Renter's Deposit amount will be paid in addition to the installation fee and is REFUNDABLE at the end of your service time LESS what is owed on the account balance at the date of request for disconnection of service.

I hereby apply for utility service at the above address and agree to use and pay therefore in accordance with the rates, rules and regulations legally in effect for the West Vernon Parish Waterworks District. I will be responsible for all the water bills due to the West Vernon Parish Waterworks District incurred at the above address.

Signature of applicant: _____

Printed name of applicant: _____

Date: _____

Documents needed when submitting request:

- 1.) This application form – printed out or scanned and emailed to our office. **PAYMENT MUST BE SUBMITTED THE SAME DAY AS THE REQUEST.** This form is also available at the district office.
- 2.) Driver's license – valid legal id.
- 3.) Legal written property description of the service address.
- 4.) Payment for meter install in the form of cash, check, money order or debit/credit card (fee applies).
Credit cards accepted: Visa, MasterCard and Discover (We do not take American Express)

***NOTE:** Requested install date **is not a guaranteed date**. LA ONE CALL 811 locate request are legally required. The LA ONE CALL locate requires 2 full business days allowing all utility companies to locate and mark their lines that are located within the area of the service address. The district will then issue a work order for the meter install and the installation date will be scheduled accordingly dependent upon which order it falls for the open work orders currently on the district calendar.

****Road bores are subcontracted with a separate company and installed as their schedule allows.****

****State highway road bores are required by law to be submitted to the LA Dept. of Transportation and the estimated timeline for approval usually takes anywhere from two (2) to four (4) weeks or longer. The district is responsible for submitting those requests not the customer.**

>TO EXPIDITE THE SERVICE REQUEST WE SUGGEST CALLING THE OFFICE IN ADVANCE TO VERIFY IF A ROAD BORE IS NECESSARY FOR THE METER INSTALL<

In accordance with WVPW District Rules & Regulations only ONE household/business connection per water meter.

Should you need further assistance or have questions concerning this form please contact our office at (337) 238-2656 during the business hours of 8 a.m. to 4 p.m., Monday – Friday, closing for lunch from 12 p.m. - 1 p.m.

*****FOR OFFICE USE ONLY*****

Work Order No.: _____

Account #: _____

Installation date: _____

Amount Paid: \$ _____

Date Paid: _____

Rcv.d by: _____

Payment type:

Cash ___ Check# _____ MO: ___ Debit/Credit Card: _____

Road bore required: Yes / No If yes, how much charged? _____

Hwy. Rd. Bore Rq'd: Yes / No If yes, how much charged? _____

State Hwy. Rd. Bore LA DOTD Permit# _____

LA One Call Ticket #: _____

Comments:
