



## Application for Water & Sanitary Sewer Service

(Save your completed application and send as an email attachment to [administrator@alexandriaoh.gov](mailto:administrator@alexandriaoh.gov) or print and return to the Village Office)

### PROPERTY INFORMATION

Service Address (number and street):

Property Use: ☐ Residential ☐ Commercial/Institutional ☐ Industrial

### APPLICANT INFORMATION

Applicant's Full Name:

Mailing Address:

Place of Employment:

Home Phone:

Email Address:

Do you want to receive bills via email? ☐ Yes ☐ No

Cell Phone:

Are You the Property ☐ Owner ☐ Renter

Owner's Full Name (if different):

Owner's Address (if different):

Effective Date of Service:

This Agreement is made and entered into between the Village of Alexandria, and the undersigned, who is the owner or tenant of the service address listed above (the Applicant). This agreement is subject to all rules and regulations of the Village of Alexandria now in force, or which shall later become in force and the Applicant hereby agrees to comply with all local, state and federal laws pertaining to this connection and operations of utility use.

Water and/or sanitary sewer service is granted solely on the basis of personal information submitted as part of this Agreement, and the Applicant certifies that all such information is correct. The Applicant agrees that this application for service, when accepted by the Village of Alexandria, shall form a binding Agreement governing all water and/or sanitary sewer services rendered to the Applicant by the Village of Alexandria and that the Village of Alexandria shall be held harmless from any loss or damage that may result from such service.

Signature:

Date:

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#### Office Use Only:

Date Received:

Approved By:

Account Number:

Parcel Number:

# Welcome to Alexandria!

If your household is using more than 1,000 gallons per person per month (2,000 for a teen), you may want to check for leaks or consider other water saving steps.

## Indoor Water Saving Tips:

- 💧 Fix Leaks: Regularly check faucets, pipes, and toilets for leaks and repair them promptly.
- 💧 Water-Efficient Fixtures: Install water-saving showerheads, faucet aerators, and low-flush toilets.
- 💧 Shorten Showers: Reduce shower time to conserve water.
- 💧 Turn off the Tap: Turn off the tap while brushing teeth, shaving, or washing hands.
- 💧 Reuse Water: Collect water from rinsing vegetables, washing dishes, or showers to reuse for watering plants.
- 💧 Limit Dishwasher and Washing Machine Usage: Only run full loads and use efficient cycles.

## Outdoor Water Saving Tips:

- 💧 Water Plants Efficiently: Water plants in the early morning or evening to minimize evaporation.
- 💧 Use Water Wisely: Avoid hosing down driveways or sidewalks; use a broom instead.
- 💧 Consider Rainwater Harvesting: Consider a water barrel or other rainwater harvesting methods.

## Water Billing Information

Village of Alexandria water bills are mailed/emailed and due each month. **Bills are due on receipt and payment must be received by the 25<sup>th</sup> of each month.** If you do not receive a bill by the 15<sup>th</sup> of the month, please contact us at 740-924-2539 prior to the due date. A ten percent (10%) penalty is applied after the due date on current charges. Failure to pay by the due date will result in a courtesy delinquent notice to be sent and water service may be discontinued. All unpaid accounts will become a lien against the property served.

**Water bills may be paid online ([www.alexandriaoh.gov](http://www.alexandriaoh.gov)), by mail (PO Box 96, Alexandria, OH 43001), or in person at the Village Office at 4 West Main Street.** An outside drop box is available during hours that the Village Office is closed. Both the PO Box and drop box are checked for receipts on the 25<sup>th</sup>.

Property owners are responsible for maintaining their piping and plumbing fixtures in good condition and no adjustments will be made for leaks that register on water meters. Where the water account is held in a tenant's name, the property owner will receive a courtesy copy of the monthly water bill.

**Please contact the Village Office at 740-924-2539 if you have any questions about your water service and/or billing. For water emergencies after regular business hours, please contact \*\*\***