

INSTRUCTIONS

PROPERTY OWNERS'S COPY

Village of Arlington – Water and Sewer Contract Change Request/Shut off/turn on Form

1. This form is to be completed by the property owner only. Incomplete forms will not be accepted.

(PLEASE PRINT CLEARLY)

2. The form taken home to be completed or must be downloaded and filled out and returned. (Web site for form is found at: villageofarlington.com). E-mail address for the form's return:

**voawaterclerk@gmail.com, or use drop box at Village Hall (outside east of building), or Mail to: Board of Public Affairs PO Box 324
Arlington, OH 45814-0234.**

3. The form once obtained or printed out, it has to be filled out **completely**. If this form is not complete **service cannot be started or ended**.

Once **complete** this will allow for the activation/or deactivation of water/sewer services, **within 2 working days** (as time permits).

If an individual has additional questions, they may contact:
Shelly Heacock, Clerk – Board of Public Affairs cell # 567.301.6305
Supertendant cell # 419-348-3197

Village of Arlington Answering Service 419-365-5253
villageofarlington.com for more names and numbers