

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:
arlingtonvillage699@gmail.com, or use drop box at Village Hall (outside 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