



City of Manassas Park
Water & Sewer Billing Department
One Park Center Court * Manassas Park, VA 20111
(703) 335-8805 ~ phone * (703) 393-9992 ~ fax

HYDRANT METER LEASING AGREEMENT

1. Please provide the following information on your company letterhead:
 - a. Contact information
 - b. Federal Tax ID number or Social Security number
 - c. Company billing address and physical address (if different from billing address)
 - d. Telephone number (office and cell if applicable)
2. You must show two (2) legal forms of identification, one must be a photo ID.
 - a. Meters will not be leased to anyone who cannot present a government issued drivers license or photo ID.
3. A \$1,500.00 deposit is required and will be refunded upon return of the undamaged meter.
4. There is a minimum monthly fee of \$100.00. A charge of \$5.75 per 1,000 gallons of water will also apply.

As the lessee, you agree that:

5. You are responsible to contact the Water & Sewer Billing Office and report your meter reading on the 20th, but no later than the 25th of each month. You may contact the office by phone at (703) 335-8805, by fax at (703) 393-9992 or email at water.billing@manassasparkva.gov.
6. Meter readings not reported by the 25th of each month will result in a penalty fee of \$300.00 in addition to standard usage rates.
7. The meter will be confiscated after the 3rd failure to report meter readings by the 25th of the month.
8. You are required to allow us to physically view the reading on your meter(s) at any time. Failure to comply with this requirement will result in immediate confiscation of meter.
9. You are required to return your meter every two (2) years for standard maintenance procedures and calibration. The meter will be returned to you in 5 to 7 business days. Failure to comply will result in immediate confiscation of meter and may be result in loss of your deposit.
10. This form must be signed and submitted to the Water & Sewer Billing Department with your deposit and company information.

I have reviewed and agree to abide by the terms and conditions as stated herein.

Print Name

Title

Signature

Date



City of Manassas Park
Water & Sewer Billing Office

One Park Center Court Manassas Park, VA 20111
Phone: (703) 335-8805 ~ Fax: (703) 393-9992
Email: water.billing@manassasparkva.gov

Customer# _____

Service# _____

Application for Hydrant Meter Leasing

Application Date: _____

Applicant/Company Name: _____

Tax ID/Social Security #: _____

Billing Address: _____

Physical Address (if different from Billing Address): _____

Phone Number: _____ Email: _____

Name of Contact Person: _____

Telephone #: _____ Cell#: _____ Email: _____

Application Fees, Connection Fees and Security Deposits

The applicant agrees to pay the current minimum monthly fee of \$100 plus a security deposit of \$1,500.00.

TOTAL APPLICATION FEE \$ 1,600.00 (due and payable prior to meter being received)

*I agree that I am responsible for payment of all service charges assessed while leasing the hydrant meter referenced herein, in accordance with the City Ordinance governing water/sewer charges. I understand that penalties and interest will be assessed on Manassas Park Utility bills not paid by the due date reflected in the billing statement, and that my account may be turned over to a third party collection agency. I declare that the information I have provided in this application is true and accurate to the best of my knowledge. **Note: It is a misdemeanor for any person to willfully make any false statements in order to receive utility service (Va. Code § 18.2-186).*

Signed _____
Applicant's Signature

Date _____

OFFICE USE ONLY

____Hydrant meter leasing agreement ____Photo ID ____Proof of payment _____W.O.#

Utility employee _____ Date received _____