

# BOROUGH OF CONWAY

801 First Avenue  
Conway, PA 15027

Phone: (724) 869-5550

Fax: (724) 869-9959

[www.conwaypa.org](http://www.conwaypa.org)

## APPLICATION FOR WATER DEPOSIT

1. It is requested that water be supplied on a meter basis, to the premises located at \_\_\_\_\_ commencing on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.
2. The undersigned submits with this application that the amount of \$150.00 and that the undersigned agrees that this sum shall be placed in the Borough's Water Deposit Fund and that the same shall be applied to any delinquent water and sewer charges on the part of the undersigned.
3. The undersigned further agrees that if the termination of the service is requested by the undersigned, the full amount submitted with this application shall be returned to the undersigned provided that there exists no delinquency in the water and sewer charges on the part of the undersigned.
4. The undersigned also agrees to pay for the water supplied at the rates now in force or which may be established hereafter and that such supply shall be subject to the rules, regulations and conditions which have been heretofore adopted or which may be adopted hereafter from time to time, for the preservation, regulations and protection of the water system of the municipality.
5. The undersigned must notify the Water Department upon vacating the premises and submit an inside water meter reading for the final water and sewer charges. Failure to notify the Water Department will cause the forfeiture of the security deposit.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Tenant Signature

\_\_\_\_\_  
Landlord

APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Borough Secretary

ACCOUNT # \_\_\_\_\_

PRINT ACCOUNT BILLING NAME \_\_\_\_\_

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## WATER AND SEWER INFORMATION

- Water service will be shut off if bill is not paid within 30 days after end of quarter. Quarters end March 31, June 30, September 30, and December 31.
- **Water bills are due: January 31, April 30, July 31, October 31.**
- If you do not receive a bill by the 15<sup>th</sup> day of the month that it is due, please call the Borough Secretary's office. There is no exoneration for failure to receive a bill.
- The Borough expressly reserves the right to file a lien against a property to which water is supplied by the Borough for unpaid water rates or other charges made in connection with the supplying of water.
- No persons shall, without authority from Conway Borough turn on or off any street valve, stopcock, corporation cock or other street connection, or connect or disconnect any meter, under penalty imposed by Borough Ordinance.
- A water security deposit is required for billing to be placed into the consumer's name if he/she is not the owner of the premises. Water Deposit Applications are available at the Borough Secretary's Office, and the current deposit is \$150.00. (Resolution 111815)
- Any consumer must notify the Water Department upon vacating any premises on which he/she is or has been using water from the water mains of the Borough of Conway, and failure to notify will cause the forfeiture of the security deposit.
- A final inside meter reading is required to create the final billing.
- Water/Sewer accounts will not be changed until the final bill is paid by the previous consumer.

## **METER INFORMATION**

- Meters will be furnished by the Water Department, which shall retain ownership thereof.
- The property owner shall provide a suitable housing for said meter in an accessible location and position that must be satisfactory to the Water Department Supervisor.
- The Water Department Supervisor or any authorized agent shall have access at all reasonable hours to the premises supplied with water for the purpose of reading meters, making repairs, removal of meters, inspection of meters and for the purpose of sealing, resealing or changing the seals on said water meters.
- All meters shall be sealed by the Water Department Supervisor or such person as the Borough Council shall designate, and no seal on any meter shall be broken or in any way changed by any person other than the said Supervisor or other duly designated person, under penalty imposed by Borough Ordinance.
- No plumber or any other than an authorized agent of the Water Department shall at any time be allowed to take out, repair or replace a meter.
- The property owner shall be responsible for any damage to meter through extreme heat, cold, accident or otherwise. The Water Department will maintain and keep the meter in repair and good working order, except in the case of damage through extreme heat, cold, accident or otherwise, when the Water Department will repair or replace the meter at the property owner's expense.
- If a meter gets out of order and fails to register, the consumer will be charged at the average daily consumption as shown by the meter when it was in order, but in no case will the charge be less than the minimum charge for the quarter.