Town of Front Royal
15 N Royal Ave
PO Box 1560
Front Royal VA 22630
540.635.7799

Third Party Notification

The Town of Front Royal is pleased to announce a new program to assist residents with over looked utility bills.

A Third Party Notification program will assist customers who occasionally have a difficult time keeping track of their Town of Front Royal utility bills. Our Third Party Notification service may provide an extra billing reminder when needed – whether due to language difficulties, sight or hearing impairment, long-term illness or hospitalization or frequent travel. You can name someone to receive a reminder notice from the Town when your bill is overdue and the services are in danger of being disconnected.

The Town of Front Royal will provide notification to the third party you've designated – a neighbor, relative, friend, clergy or social agent, 10 days in advance to the date services are scheduled to stop. This will bring the potential shutoff to the attention of someone who can help.

The third party is NOT responsible for the payment, nor will the copy of the shutoff notice necessarily prevent loss of services. This will simply make another person aware of the situation with enough time to take action before disconnection has been made. If you or someone you know could benefit from the Third Party Notification, please have the customer complete the attached form and return the Town's Business Office. If you have any questions or concerns regarding this program please contact our office.

TOWN OF FRONT ROYAL
THIRD PARTY NOTIFICATION AUTHORIZATION FORM

To request Third Party Notification please print this form, fill out and return to Town of Front Royal, PO Box 1560, Front Royal VA 22630 or fax to 540.635.2298

THIRD PARTY SECTION (please print)

Name of Third Party _____

Mailing Address

_____

_____

Phone _____

Signature of Third Party _____

Date: _____

CUSTOMER SECTION (please print)

Customer Name _____

Account # _____

Service Address _____

Phone _____

Signature of Customer _____

Date: _____

Note: The Town of Front Royal will send a copy of shutoff notice to the designated third party. The Town of Front Royal cannot guarantee that any such notice will be received by the third party.