

COUNTY OF RANDOLPH  
Central Permit Office  
P.O. Box 771 Asheboro, NC 27204  
(336) 318-6555  
Fax (336) 318-6550

**APPLICATION FOR PRE-PAYMENT**

Realtor Name: \_\_\_\_\_

Agency Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_ Zip Code \_\_\_\_\_

Fax Number: \_\_\_\_\_ Phone No. \_\_\_\_\_

N.C. Real Estate Commission License No. \_\_\_\_\_

Terms and Conditions:

- Individual realtors, or the agency broker, may establish a prepayment account for applications for **Well Compliance Inspections and Water Samples** with Randolph County at the Centralized Permitting Office at 725 McDowell Road in Asheboro, or at the Building Inspections Office at 402 Balfour Drive in Archdale.
- A pre-payment account application and N.C. Real Estate Commission license number are required to establish an account.
- Once your pre-payment account application is approved, an account with a zero balance will be opened in your name. Deposit tickets will then be supplied to you.
- Cash, or checks made out to Randolph County, may then be submitted in person or by mail. Please do not send cash by mail. All deposits which are received must be accompanied by a deposit ticket. Checks submitted on agency accounts must be signed by the agency broker. An annual processing fee of \$12.00 will be applied to your account on January 1<sup>st</sup> of each subsequent year.
- Realtors with prepayment accounts may submit pre-printed applications for Well Compliance Inspections and/or Water Samples in person, or by fax, to the Centralized Permitting Office at 318-6550. Well water re-sample applications will only be applied to your account if a request from you is received by fax.
- Once an Environmental Health application has been processed, a copy of the receipt will be faxed to you as confirmation.
- If an account does not have sufficient funds for an application fee, the application will be marked "Insufficient Funds" and faxed to you.
- Monthly statements (and additional deposit tickets) will be sent to you that list all transactions which occurred in your account the previous month.
- Individual application refund requests should be directed to the Environmental Health Office at 318-6262. An account balance will be refunded by the Centralized Permitting Office upon receipt of a written request to close the account.