



**AGREEMENT FOR RENTAL PROPERTY
WATER – SEWER**

DATE: _____

ACCOUNT # _____

NAME OF LANDLORD/OWNER _____

OWNER ADDRESS _____

OWNER PHONE # _____

PROPERTY ADDRESS _____

NAME OF OCCUPANT _____

MOVE IN DATE _____

NAME ON UTILITY BILL _____

**OWNERS OF PROPERTY ARE RESPONSIBLE TO THE VILLAGE OF NEW PARIS
FOR ANY BILLS AGAINST THEIR PROPERTY.**

SIGNATURE OF LANDLORD/OWNER _____

.....
FOR OFFICE USE ONLY

COMPLETED _____

DATE _____



Utility Billing Property Owner/Landlord Procedures

We have experienced some issues recently with the tenant billed water/sewer accounts. The Village does not have the ability to identify and track the tenant. The Village is not a party to the lease and has no knowledge about its specific terms. The property owner/landlord controls the rental relationship, not the Village. Often, the Village Administrative office is not told of a change in tenancy until the service is disconnected, a return bill is received back to the Administrative office with no forwarding address from the post office, or a new tenant comes to the Administrative office to have water/sewer put in their name. This causes disputes over usage with the Village Administration.

Tenant occupancies do not coincide with Village utility billing periods; hence a great deal of time is currently devoted to apportioned billing between outgoing, new tenants, and property owners. This additional work, outside the normal billing cycle is not necessary and can be avoided by following the procedures listed below.

YOU, AS THE OWNER, ARE RESPONSIBLE FOR THE FOLLOWING:

1. Contacting the Administrative office (937) 437-3216 for:
 - a. New tenant – if water/sewer is being put in tenant(s) name an agreement for rental property water/sewer form must be filled out, signed and filed with Administrative office.
 - b. Account changes after tenant eviction
 - c. Death of tenant
 - d. Tenant moving
 - e. Any other reason the account needs to be updated with tenant changes

The notices for tenant eviction, death, or moving is needed immediately so that the clerk can final bill the account and stop all unnecessary penalties accumulating for nonpayment.

2. Unpaid water/sewer bills – owners of property are responsible for any bills against their property and assessments will be made if collection attempts are unsuccessful.
3. Forwarding the final bill and collecting payment - if the clerk is given a forwarding address, the final bill will be mailed one time. If the payment is not collected the final bill will be mailed to the owner of the property/landlord to forward and collect payment, or make the payment to settle the account.

It is not the Village Administrative office responsibility to track the absent tenant, for collection of unpaid water/sewer bills. The property owner/landlord will be responsible for any bills against their property.

Chris Brower
Board of Public Affairs President

Initial and date if you have read and understand.

Initials

Date