

TODAYS DATE: \_\_\_\_\_

CUSTOMER ACCOUNT: \_\_\_\_\_

EFFECTIVE DATE: \_\_\_\_\_

FINAL READING: \_\_\_\_\_

**PREVIOUS**

CIRCLE ONE:      OWNER              TENANT

NAME: \_\_\_\_\_

LOCATION: \_\_\_\_\_

FINAL BILL REQUEST              YES              NO

BILLING ADDRESS FOR FINAL \_\_\_\_\_  
\_\_\_\_\_

PHONE 1: \_\_\_\_\_              PHONE 2: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**NEW**

CIRCLE ONE:              PURCHASE              LAND CONTRACT              RENTING              CURRENT OWNER

NAME: \_\_\_\_\_

BILL INFORMATION: \_\_\_\_\_  
\_\_\_\_\_

PHONE 1: \_\_\_\_\_              PHONE 2: \_\_\_\_\_

EMAIL: \_\_\_\_\_

REQUEST: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**AGREED TERMS:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**COPY OF DEED RECIEPT?                      YES                      NO**

*THIS DOCUMENT IS AN OFFICIAL DOCUMENT AND BY SIGNING, YOU AGREE THAT ALL INFORMATION PROVIDED IS ACCURATE AND HAS NOT BEEN FALSIFIED.*

**SIGNATURE** \_\_\_\_\_

**PRINT** \_\_\_\_\_

**DATE** \_\_\_\_\_

IF THE DOCUMENT IS NOT SIGNED, THERE WILL BE NO CHANGES MADE TO THE WATER AND SEWER ACCOUNT

IF YOUR REQUEST IS DUE TO A SALE/PURCHASE, PLEASE PROVIDE A COPY OF THE DEED RECEIPT. WITH OUT A COPY OF THE DEED RECEIPT CHANGES AND FINAL BILL REQUESTS CAN BE HELD UP UNTIL THE COUNTY POST THE SALE PUBLICLY.

IF A PURCHASE/SALE IS BY LAND CONTRACT, THE "NEW OWNER" CAN BE PLACED AS A RENTER/TENANT IN THE BILLING PROGRAM BUT CAN NOT BE PLACED AS PROPERTY OWNER UNTIL THE LAND CONTRACT MATURES AND THE PROPERTY DEED HAS BEEN TRANSFERRED.

TERMS OF THE WATER/SEWER BILL FOR THE SALE **MUST** BE WRITTEN, OTHERWISE THE DEPARTMENT WILL SEND A FINAL BILL AS PER STANDARD OPERATIONS AND DOES NOT GAURANTEE ADJUSTMENTS OR CHANGES AFTER IT IS CREATED.

IF A FORM IS RECEIVED MISSING KEY INFORMATION, THE DEPARTMENT WILL ATTEMPT TO REACH OUT TO EITHER PARTY. IF COMMUNICATION IS NOT POSSIBLE THEN THE FORM WILL BE HELD AND NO CHANGES WILL BE MADE UNTILL ANOTHER FORM IS FILED OR COMMUNICATIONS CAN BE ESTABLISHED.

PLEASE NOTE: EVERY NOVEMBER, THE DEPARTMENT PERFORMS A RELEVY OF ALL UNPAID DUES. THE RELEVIED AMOUNTS ARE PLACED ONTO THE PROPERTY'S TAX BILL. THIS DIRECTLY IMPACTS THE PROPERTY OWNER FOR LAND CONTRACTS AND LANDLORDS BECAUSE THEY ARE HELD RESPONSIBLE FOR ANY UNPAID BILLS FROM THEIR TENANTS FOR THE PROPERTY AT THIS TIME. ONCE BILLS ARE RELEVIED, IT IS IMPOSSIBLE FOR THE DEPARTMENT TO UN-RELEVY.