REQUEST FOR WATER, SEWER, AND/OR REFUSE SERVICE OR CHANGE SERVICE

FROM THE CITY OF WOODBURN, INDIANA

PROPERTY ADDRESS (PHYSICAL AND MAILING):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

‘All waterworks accounts shall be in the name of the owner of the real property being serviced by the Utility. Upon the written request of the owner, the utility shall send the water bill to a tenant or other non-owner resident provided that the owner signs a statement, in a form determined by the City-Clerk-Treasurer, acknowledging full responsibility to pay the water bill in the event of non-payment by the tenant or residential user.’ –Excerpt from Ord. G-02-1127

**AS THE PROPERTY OWNER, YOU ARE ABLE TO TRANSFER THE SERVICE INTO THE NAME OF YOUR TENANT, KNOWING THAT YOU ARE RESPONSIBLE FOR ANY OUTSTANDING BALANCE THAT COULD REMAIN AFTER THE TENANT TERMINATES SERVICE FROM THE CITY OF WOODBURN ACCORDING TO ORD. G-91-1048.**

WILL SERVICE REMAIN IN YOUR NAME? Y / N

SIGN\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE SIGNED\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**IF YOU ARE THE OWNER, WE REQUIRE ALL ACCOUNTS ASSOCIATED WITH THIS PROPERTY TO BE CURRENT BEFORE WE BEGIN SERVICE. IF YOU ARE NOT THE OWNER, WE REQUIRE A $200 DOWN PAYMENT TO BEGIN SERVICE. REGARDLESS, WE REQUIRE A DRIVER’S LICENSE OR SOME FORM OF VERIFICATION THAT WE CAN ASSOCIATE WITH THE ACCOUNT. BY SIGNING BELOW, YOU AGREE TO ABIDE BY THE TERMS AS SET FORTH IN ORD. G-91-1048 FOR THE PROPERTY LISTED ABOVE.**

FILL OUT AS RELEVANT:

NAME OF OWNER\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ NAME OF OWNER\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PHONE NUMBER OF OWNER\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PHONE NUMBER OF OWNER\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SECONDARY MAILING ADDRESS TO SEND MONTHLY BILL\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE OF OWNER\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE SIGNED\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME OF RENTER\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ NAME OF RENTER\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PHONE NUMBER OF RENTER\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_PHONE NUMBER OF OWNER\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE OF OWNER\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE SIGNED\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(FOR OFFICE USE ONLY)*

*IS THE PROPERTY CURRENT WITH PAYMENT FROM PREVIOUS ACCOUNTS? Y / N*

*HAS A COPY BEEN MADE OF A DRIVER’S LICENSE OR EQUIVALENCY? Y / N*

*HAS THE $200 DOWN PAYMENT BEEN MADE IF NECESSARY? Y / N*

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