



## **RENTER/TENANT**

### **Application Water/Sewer Service**

Date: \_\_\_\_\_ Service Start Date: \_\_\_\_\_

Service Address: \_\_\_\_\_

#### **Renter/Tenant Information:**

Primary Name: \_\_\_\_\_

Social Security #: \_\_\_\_\_ Driver's License #: \_\_\_\_\_  
(If business, tax id #)

**\*Social Security numbers are required to establish a water account.**

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Secondary Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

#### **Landlord/Owner Information:**

Landlord's Name: \_\_\_\_\_ Phone # \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### **The Activation of Water/Sewer Accounts for Tenants**

The Renter/Tenant will be required to pay a deposit of \$250.00. This deposit may be paid in increments of \$50.00 with the first initial deposit of \$100.00 due at the time of applying for a water/sewer account. Please have your lease agreement available for review. No exceptions.

#### **Final Reading**

A final reading is required when a Renter/Tenant is moving out of a rental property. As the Renter/Tenant of this property, you are responsible for the water/sewer bill. When you move, you are responsible for the final reading, submitting a shut off request and leaving this property with a zero balance.

#### **Refund of Deposit**

The Renter/Tenant will receive a refund of \$250.00 if the final bill is paid in full at this property. If a balance is left on your bill, the amount of the final bill will be deducted from the \$250.00 deposit. If you have a balance, you will be mailed the final bill at your new address. Your refund will be refunded when all transactions are complete at the billing office. The refund will be mailed to you during the Town's pay bills cycles, the 15<sup>th</sup> of each month and the 30<sup>th</sup> of each month.

**Please read Policy (on back) and accept by signing:**

**Policy for Damaged Water Meters (Revised Aug 2017)**

It is required that each resident have a working water meter (the first one being supplied by the Town) in order to accurately be billed for their water usage. Please be aware of where your meter is located and be careful not to damage or tamper with the meter in any way. It is the policy of the Town of Green Level that when a water meter is damaged because of misuse/abuse (as determined by the Town), it is the responsibility of the resident to pay the Town for a new water meter. This payment may be paid in installments, if needed. Meter components are as follows and the Town would have to determine which components would need to be replaced, if meter is damaged.

- Meter Box - \$50.00\*
- Meter Setter - \$200.00\*
- RR Meter - \$350.00\* (*\*Prices are subject to change without notice*)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_