 **LANDLORD/OWNER**

**Application for Water/Sewer Service**

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

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

 **Landlord Owner Assuming Responsibility (Reason):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***Select only one: (Note: If you are the owner and you are renting please check Landlord)***

**Landlord/Owner Information:**

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

Social Security #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Driver’s License #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Person responsible for the water/sewer bill: Landlord Owner Tenant**

**If the Tenant is responsible for the water/sewer bill, a bill will be sent to the billing address.**

**Billing Address: Billing name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Billing address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Billing city\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State\_\_\_\_\_\_ Zip\_\_\_\_\_\_\_\_\_\_\_**

**The Activation of Water/Sewer Accounts for Landlord/Owner**

The Landlord/Owner will be required to pay a “Temporary Cut-on Fee” of $250.00. This temporary

cut-on service will allow you to clean, check for leaks, or other things you may need to do at your property. Please have your deed or Hud Statement available for review. No exception.

**Final Reading**

A final reading is required when a Landlord/Owner is selling their property or when a different Tenant is being moved in or out of a rental property. It is the landlord/owner responsibility to schedule an appointment for a final water/sewer meter reading. The final bill is good for up to two weeks after the date of the final reading. If the bill is not paid in full, within the two week time frame, the Landlord/Owner will need to schedule another final reading. We will not transfer or approve an application for water/sewer service at this property unless a final reading has been completed. You can call to the billing office at (336)578-3443.

**Refund of Deposit**

The Landlord/Owner will receive a refund when the bill is paid for the usage of water/sewer during the temporary cut-on service. If there is no water/sewer usage, then only the monthly minimum water/sewer amount will be charged, according to how many months service was provided. Once all transactions are complete at the billing office, the refund will be mailed to you during the Town’s pay bills cycles, the 15th of each month and the 30th of each month.

**Policy for Damaged Water Meters (Nov 4, 2015)**

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 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. In the case of a tenant leaving a broken meter behind, the landlord is responsible for covering the cost of the broken meter before another tenant may be granted water services.

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

Revised Feb 2016