

OWNER'S CONTRACT FOR WATER AND SEWER SERVICES

**** NAMES MUST MATCH THOSE ON THE CLOSING PAPERS / PROPERTY DEED**

A COPY OF YOUR SETTLEMENT PAGE, FROM YOUR CLOSING PAPERS, MUST BE INCLUDED WITH COMPLETED CONTRACT

| | | |
|---|---|-------------------------------------|
| Service Address (Number & Street) | | Date |
| Circleville, OH | | |
| Owner's Full Name | Social Security # (Required, except for businesses) | Home Phone – (N/A if no home phone) |
| Place of Employment | Work Phone | Cell Phone |
| Email Address | Driver's License # | |
| Co-Owner's Full Name | Social Security # (Required, except for businesses) | |
| Place of Employment | Work Phone | Cell Phone |
| Email Address | Driver's License # | |
| Mailing Address (if different than the service address above) | | |

| | |
|--|--|
| Commercial Property Only FID # (provide if you are a business and want the account in the business name) | Commercial Property Only Contact name & phone (if you are contracting under a business name) |
|--|--|

This agreement is made and entered into between the City of Circleville, Department of Utilities, and (name) _____, who is the owner of the service addresses listed. This agreement is subject to all City of Circleville Ordinances and Laws now in force, or which shall later become in force, and all rules and regulations of the City of Circleville, Department of Utilities.

I understand that water and/or sewer service is granted solely on the basis of personal information submitted as part of this agreement, and I do certify that all such information is correct. I agree that this application for service, when accepted by the City of Circleville, shall form a binding agreement governing of all water and/or sewer services rendered to me by the City of Circleville.

I understand and agree that any tenants of the premises, covered by this agreement, are authorized to receive water and/or sewer bills as agents for me and that they must also sign an agreement with the City of Circleville for water and/or sewer service. I agree to comply with the property owner responsibilities as described in City of Circleville Codes 921.07 and 927.15.

No refund shall be made for an amount less than One Dollar (\$1.00). Payments must be received in the Utility Office before 4pm on the due date to avoid paying the "AFTER DUE DATE" amount.

List service addresses of all other properties owned within the City of Circleville Utilities District: (provide an additional sheet if necessary).

| | | |
|-------|-------|-------|
| <hr/> | <hr/> | <hr/> |
| <hr/> | <hr/> | <hr/> |

| | |
|----------------------------------|------------|
| Property Owner's Signature _____ | Date _____ |
| Property Owner's Signature _____ | Date _____ |

| | |
|-----------------------------------|------------------|
| OFFICE USE ONLY: Deposit # | Account # |
|-----------------------------------|------------------|

SERVICE ADDRESS INFORMATION:

Location Address: _____, Circleville OH 43113

PROPERTY TYPE:

SINGLE FAMILY HOUSE

ONE HOUSE WITH MULTI-UNITS OR DUPLEX

APARTMENT

CONDO

COMMERCIAL / BUSINESS (**see additional section to fill out at the bottom of this sheet)

Does the property have any of the following: Well Swimming Pool Irrigation

PROPERTY PLANNED USE:

I WILL LIVE HERE

I OWN THIS PROPERTY BUT WILL NOT LIVE HERE

THIS WILL BE A RENTAL PROPERTY

PROPERTY WILL REMAIN VACANT

THERE WILL BE A BUSINESS HERE

PREVIOUS PROPERTY USE IF KNOWN:

Residential

Business What type of prior business? _____

Other _____

** IF you have marked **COMMERCIAL/BUSINESS**:

Indicate what type of business you will be operating on the premises: _____

Church Industry Government Retail Medical Senior Living

Restaurant/Food Service Apartment/Condo Complex

City of Circleville, Department of Utilities

Information Sheet for Owners & Tenants

Office hours: 7:30am-4:00pm, Monday-Friday; closed on major holidays

Office location: 108 E. Franklin St., Circleville OH 43113

Accepted payment types are cash, check, money order, Visa, Mastercard, Discover Card and American Express.

- We offer several methods of making payment...
 - There is an afterhours drop box, which is located to the right of our office door; be sure that your payment fully drops into the drop box opening.
 - You may pay by postal mail or in person at our office location.
 - We can set your account up with automatic bank payments, free of charge, which are drafted the day before the bill due date.
 - For your convience, we offer phone and online payments, which are supported by a third party. There is a convenience fee of \$3.90 for phone payments (740-477-8255 option 1) or \$2.95 for payments using our City of Circleville website (www.ci.circleville.oh.us).

The City of Circleville reads meters on a monthly basis and bills on a monthly cycle. All water/sewer bills are the due the 20th of each month. If the payment is not received by the due date, a 10% late fee is added to the account.

A delinquent notice is mailed for any bill that is not paid by the due date. The delinquent notice is mailed to the tenant of a property as well as the property owner.

If the payment is not received by the end of the day, on the date stated on the delinquent notice, then the address is subject to the disconnection process.

- (For example, a bill mailed August 1 will be due August 20. If that bill is not paid by the due date, a delinquent notice will be mailed Aug 21. The delinquent notice will list the final date to pay to avoid the disconnection process).

Any property, which is unpaid on the disconnection processing day, regardless if a tag has been delivered or of if the property is shut off or not, is subject to a \$25 service charge. The disconnection process begins on the 2nd Friday of each month; the final date to pay is always the Thursday prior.

If water is disconnected for nonpayment, it will not be restored until the full past due amount and the \$25 service charge is paid. Upon payment, water services will not be restored until the following business day. **If you wish to have water services restored the same day, you must pay the full past due, the \$25 fee, and the current bill so you're your account reflects a zero balance.**

Signature

Date



Department of Public Utilities

City Administration Building
108 East Franklin Street
Circleville, Ohio 43113
(740) 477-8255
Fax: (740) 477-8283
www.ci.circleville.oh.us

Donald R. McIlroy
Mayor

LANDLORD of RENTAL PROPERTY

**** This sheet is only applicable if you plan to allow tenants to rent or lease your home or property.**

Re: Rental property disconnection between tenants

The City of Circleville, Department of Utilities', has a standard procedure for the closing of accounts, after your tenant has moved from your property. Our procedure is to disconnect the water (where we are able to), when we are notified that a tenant has moved. The water will remain off, until you advise the Utilities Office that you would like it turned on or until the next tenant signs up for water services. There is no charge for this service; however, we do ask for a 24-hour notice of the water reconnection need.

If you would rather the water service always remain on between tenants, you may do so, however we will need this request in writing. We will then make the notation on the service address, and the water will remain on, between tenants. You may make notation on the bottom of this letter and return it to our office. Or you may provide us with a paper, with your signature and a listing of the properties which you own, letting us know that you would like to have the water left on.

_____ Address to remain on between tenants
_____ Address to remain on between tenants
_____ Address to remain on between tenants

Owner Signature: _____ Date: _____

City of Circleville



Department of Public Utilities

City Administration Building
108 East Franklin Street
Circleville, Ohio 43113
(740) 477-8255
Fax: (740) 477-8283
www.ci.circleville.oh.us

Donald R. McIlroy
Mayor

THIS FORM IS NOT MANDATORY

THIS FORM IS USED, IF YOU WOULD LIKE TO HAVE YOUR BILL SET UP, WITH OUR FREE AUTO PAY SYSTEM

Please complete the form below, if you would like to have the City of Circleville automatically deducted your monthly water and/or sewer bill, out of your checking account. The completed form must be submitted to the Department of Public Utilities, located at 108 E. Franklin St., Circleville, OH 43113. A copy of a voided check must be attached. If you do not have a check, you should provide your checking account information from your bank on their letterhead.

You will still receive a monthly bill; the bill will indicate the date that the automatic payment will be processed on your behalf. You must contact the Utilities Department if you wish to stop automatic payments or if your checking account has had any changes. Complete a separate form for each service account address which you may have.

The Department of Public Utilities does not charge for this service.

SIGN UP FOR AUTOMATIC BILL PAYMENT

Please complete ALL sections (incorrect information will cause delays) and return this form:

I authorize the City of Circleville, Department of Public Utilities to instruct my banking institution to make my water/sewer payments from the account listed below. I understand that I control my payments and if at any time I decide to discontinue this payment service, I will notify the Department of Public Utilities.

(PLEASE PRINT)

Service Address Account number: _____

Service Address: _____

Your Name: _____ Phone: _____

Authorization Signature: _____

Financial Institution Name: _____

Routing Number: _____

Bank Account Number: _____

(Please attach a copy of a voided check so that we can record the correct banking information)