

# CONTRACT FOR WATER AND SEWER SERVICES FOR TENANT / LESSEE / LANDCONTRACT

Service Address (Number - Street)		Circleville, OH
Customer's Full Name	Cell Phone	Date
Place of Employment	Work Phone	Home Phone - (N/A if no home phone)
Email Address	Driver's License #	Social Security # (required)
Co - Occupant's Full Name	Cell Phone	Email Address
Place of Employment	Work Phone	Social Security # (required)
FID# (provide if you are a business signing up for service as a lessee; otherwise leave blank)		
Mailing Address (if different than the service address above) - Street, City, State, Zip code		
Property Owner's Name	Mailing Address of Property Owner	Phone # Property Owner

<b>OFFICE USE ONLY: Deposit #</b>	<b>Account #</b>
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This agreement is made and entered into this date by and between the City of Circleville, Department of Public Utilities, and \_\_\_\_\_

Hereafter referred to as "tenant" for service address \_\_\_\_\_

This agreement is subject to all City of Circleville Ordinances and Laws now in force or which shall later become in force or which shall later become in force and all rules and regulations of the City of Circleville Department of Public Utilities.

Tenant states that he/she has the consent of the owner of the premises and hereby agrees to become responsible for and to make prompt payment of all water and/or sewer rents, charges, and fees connected therewith. Tenant acknowledges that the City if Circleville may cut off the water and/or sewer services from the premises after notice if such services are not paid for when due and that such services will not be reconnected to the premises unless and until amount due is paid in full.

I understand that water/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 the terms of all water and sewer services rendered to me by the City of Circleville. 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.

_____	_____
Signature	Date
_____	_____
Signature	Date

## City of Circleville, Department of Utilities

Office hours are 7:30am-4:00pm. The office is located at 108 E. Franklin St., Circleville OH 43113. Payments are accepted in office, thru the 24 hour drop box located at the office, by mail, over the phone or through the City of Circleville website [www.ci.circleville.oh.us](http://www.ci.circleville.oh.us) . Accepted payment types are cash, check, money order, online payments and payments by Visa or Mastercard credit/debit cards. The City of Circleville also offers automatic bank payments which are drafted on the business day prior to the due date.

The City of Circleville reads meters on a monthly basis and bills on a monthly cycle. All water/sewer bills are the due the 20<sup>th</sup> 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 of the 20<sup>th</sup>. 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 disconnection. (Ex... a bill mailed 8/1/12 is due 8/20/12, if not paid a delinquent notice is mailed 8/21/12 and if still left unpaid by 9/13/12 will be up for disconnect on 9/14/12 and a \$25 fee will be added to the account.) If a property is on the disconnection list, the City of Circleville will disconnect services. In the event that services can not be disconnected due to multiple properties on one water tap, etc... the representative for the City of Circleville will leave a 24 hour notice tag at the property. **Any home which is visited during the shut off, regardless of if they are shut off or not, is subject to a \$25 service charge.** The disconnection process begins on the 2<sup>nd</sup> Friday of each month so 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.**

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Signature

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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

Donald R. Sherman, PE  
Director

## Provide the service address below

Please Print:

Address: \_\_\_\_\_, Circleville OH 43113  
(House Number and Street Name)

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1. Is this property RESIDENTIAL? \_\_\_\_\_

If you have marked RESIDENTIAL:

Is there a well \_\_\_\_\_, swimming pool \_\_\_\_\_, or irrigation system \_\_\_\_\_ on the property?

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2. Is this property COMMERCIAL/BUSINESS? \_\_\_\_\_

If you have marked COMMERCIAL/BUSINESS:

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

Does this business fit into any of the categories listed below:

A church \_\_\_\_\_ Industry \_\_\_\_\_ Government \_\_\_\_\_

Apartment/Condo Complex \_\_\_\_\_ Retail \_\_\_\_\_ Medical \_\_\_\_\_

Restaurant/Food Service \_\_\_\_\_ Senior Living \_\_\_\_\_

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