

# Application for Water/Sewer/Garbage Service

(for Property Owners Only)

Anyone entering into a Land Contract or renting a property must fill out the Tenant/Landlord Agreement form

Today's Date: \_\_\_\_\_

Account Number: \_\_\_\_\_

Name: \_\_\_\_\_ SSN#: \_\_\_\_\_

Verification: Driver's License # or ID #: \_\_\_\_\_  
(Attach copy of a photo ID to back.)

Cell phone: \_\_\_\_\_ Employer Name: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Spouse's Name: \_\_\_\_\_ SSN #: \_\_\_\_\_

Cell phone: \_\_\_\_\_ Employer Name: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Moving to: Service Address: \_\_\_\_\_

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

Home Phone: \_\_\_\_\_

Garbage: YES NO (Residential Accounts Only)

Please start service on \_\_\_\_\_ at \_\_\_\_\_ a.m. / p.m.

Does the water service need turned on YES NO JUST READ METER

Did you have water service in the Village before? YES NO

If yes please list all addresses \_\_\_\_\_

Mail Bill To: Address: \_\_\_\_\_

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

Home Phone: \_\_\_\_\_

Will you be using this property as a rental? YES NO

Moving from: Service Address: \_\_\_\_\_

Forwarding Address: \_\_\_\_\_

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

Phone #: \_\_\_\_\_

Please end service on \_\_\_\_\_ at \_\_\_\_\_ a.m. / p.m.

Do you want the water service shut off? YES NO JUST READ METER

I/We, the undersigned, do understand and agree that:

- 1.) All utility bills are due and payable to the Village of Spencerville by the 20th of the month billed.
- 2.) The Village of Spencerville does not offer any payment plans.
- 3.) Non-payment of bills when due will result in discontinuance of service.
- 4.) That in the case where I am purchasing a property, past due unpaid bills created by the prior occupants must be paid in full before utilities will be transferred, and that certain charges, if not paid can and will be certified to the Allen County Auditor for addition to the property taxes.
- 5.) Property owners or renters shall be denied water service to new turn ons or existing services if other accounts are delinquent.
- 6.) The use of these services shall conform to the Rules and Regulation of the Village of Spencerville Utility Department. Upon signing this document the service applicant agrees to the indicated conditions regarding the provisions of the service. A full version of the rules is available upon request or on our website at [www.spencervilleoh.com](http://www.spencervilleoh.com)

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Spencerville Water Dept. Use Only:

New Account Number: \_\_\_\_\_

Faxed to: \_\_\_\_\_

Time: \_\_\_\_\_ AM / PM

OK BY: \_\_\_\_\_

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

BY: \_\_\_\_\_