

**Village of Spencerville**  
**Tenant/Landlord Agreement for Moving Out**

(This form is to be used by tenants that are moving out of a rental property and/or land contracts.)

Please note that it is the tenant's responsibility to bring this form in with the landlord signature at the time when they end service at the below residence with the Village of Spencerville.

Today's Date: \_\_\_\_\_ Account Number: \_\_\_\_\_

Tenant's Name: \_\_\_\_\_

Verification: Social Security Number: \_\_\_\_\_

Drivers License # or ID #: \_\_\_\_\_

2<sup>nd</sup> Tenant's Name: \_\_\_\_\_

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

**Moving from:**

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

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

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

Home Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

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

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

**The water will be put back into the owners name at this time, unless other provisions are made by the owner.**

Owner's Information: Name: \_\_\_\_\_

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

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

Home Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

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

**We, the undersigned, agree that Water Service shall end in the above tenant's name(s) on the above date and time. No other changes will be made to this account until the Village has written consent from ALL parties involved.**

\_\_\_\_\_  
Tenant's Signature Date

\_\_\_\_\_  
2<sup>nd</sup> Tenant's Signature Date

\_\_\_\_\_  
Landlord's Signature Date

**Spencerville Water Dept. Use Only:**

Received on: \_\_\_\_\_ at \_\_\_\_\_ a.m. / p.m.

New Account Number: \_\_\_\_\_ OK BY: \_\_\_\_\_

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

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