

**Village of Spencerville**  
**Tenant/Landlord Agreement/Application for Water Service**  
**("Moving To")**

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

Please note that it is the tenant's responsibility to bring this form in at the time when they sign up for Water/Sewer/Garbage service with the Village of Spencerville. Service will not be put into a Tenant's name until this form is on file with landlord signature.

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

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

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

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

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

2<sup>nd</sup> Tenant 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: \_\_\_\_\_

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

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

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

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

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

We, the undersigned, agree that Water Service will be put in the above tenant's name(s) and that water service is to start 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.

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.) Property owners or renters shall be denied water service to new turn ons or existing services if other accounts are delinquent.
- 5.) 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)

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

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

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

Spencerville Water Dept. Use Only:

Received on: \_\_\_\_\_ at \_\_\_\_\_

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

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

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

a.m. / p.m.

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

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

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