

# Application for Water/Sewer/Garbage Service

(for Property Owners Only)

**Proof of ownership of property must be provided at time application is submitted. All application(s) and forms will need to be submitted in the Utilities Office at 524 N Broadway, Spencerville, OH. Office hours are 7-3:30 p.m. Monday – Friday (lunch is from Noon to 12:30 p.m.)**

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

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

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

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

Phone: \_\_\_\_\_ Employer Name: \_\_\_\_\_

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

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

Phone: \_\_\_\_\_ Employer Name: \_\_\_\_\_

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

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

Garbage: YES NO (All Residential Accounts will have garbage.)

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: \_\_\_\_\_  
\_\_\_\_\_

## Owners Mailing Address:

Name: \_\_\_\_\_

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

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

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

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

Forwarding Address:

Name: \_\_\_\_\_

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 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:

Proof of Ownership that was Provided: \_\_\_\_\_

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

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

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

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

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

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