

CONTRACT FOR WATER AND SEWER SERVICES

TENANT / LESSEE / LAND CONTRACT

A COPY OF YOUR LEASE, OR A LETTER FROM THE PROPERTY OWNER, MUST BE INCLUDED WITH COMPLETED CONTRACT

Service Address (Number & Street)		Circleville, OH	Date
Customer's Full Name	Social Security # (Required, except for businesses)	Home Phone – (N/A if no home phone)	
Place of Employment	Work Phone	Cell Phone	
Email Address			
Co-Occupant's Full Name	Social Security # (Required, except for businesses)	Cell Phone	
Place of Employment	Work Phone	Email Address	
Mailing Address (if different than the service address above)			
Property Owner's Name	Mailing Address of Property Owner	Phone # of Property Owner	

Commercial Property Only FID # (provide if you are a business and want the account in the business name)	Commercial Property Only Contact name & phone (if you are contracting under a business name)
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This agreement is made and entered into between the City of Circleville, Department of Utilities, and (name) _____ Hereafter referred to as "tenant" for service (address) _____.

This agreement is subject to all City of Circleville's Ordinances and Laws, now 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 charges and fees connected therewith. Tenant acknowledges that the City of Circleville may disconnect the water services of the premises, if services and charges are not paid when due, and that such services will not be reconnected to the premises until the amount due is paid in full.

I understand that water/sewer service is granted solely on the basis of the 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.

Customer's Signature _____

Date _____

Co-Occupant's Signature _____

Date _____

OFFICE USE ONLY: Deposit #	Account #
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City of Circleville, Department of Utilities

Information Sheet for Owners & Tenants

Office hours: 7:30am-4:00pm, Monday-Friday; closed on major holidays

Office location: 108 E. Franklin St., Circleville OH 43113

Accepted payment types are cash, check, money order, Visa, Mastercard, Discover Card and American Express.

- We offer several methods of making payment...
 - There is an afterhours drop box, which is located to the right of our office door; be sure that your payment fully drops into the drop box opening.
 - You may pay by postal mail or in person at our office location.
 - We can set your account up with automatic bank payments, free of charge, which are drafted the day before the bill due date.
 - For your convenience, we offer phone and online payments, which are supported by a third party. There is a convenience fee of \$3.90 for phone payments (740-477-8255 option 1) or \$2.95 for payments using our City of Circleville website (www.ci.circleville.oh.us).

The City of Circleville reads meters on a monthly basis and bills on a monthly cycle. All water/sewer bills are due the 20th 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. 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 the disconnection process.

- (For example, a bill mailed August 1 will be due August 20. If that bill is not paid by the due date, a delinquent notice will be mailed Aug 21. The delinquent notice will list the final date to pay to avoid the disconnection process).

Any property, which is unpaid on the disconnection processing day, regardless if a tag has been delivered or if the property is shut off or not, is subject to a \$25 service charge. The disconnection process begins on the 2nd Friday of each month; 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 your account reflects a zero balance.**

Signature

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

SERVICE ADDRESS TYPE:

**** ONLY FILL OUT ONE SECTION BELOW**

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

FILL OUT THE RESIDENTIAL *OR* COMMERCIAL SECTION BELOW

Is this property **RESIDENTIAL**? _____

If you have marked RESIDENTIAL:

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

Is this property **COMMERCIAL/BUSINESS**? _____

If you have marked COMMERCIAL/BUSINESS:

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

Is this **BUSINESS** a church _____, Industry _____, Government _____

Apartment/Condo Complex _____, Retail _____, Medical _____

Restaurant/Food Service _____, Senior Living _____

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THIS FORM IS NOT MANDATORY

THIS FORM IS USED, IF YOU WOULD LIKE TO HAVE YOUR BILL SET UP, WITH OUR FREE AUTO PAY SYSTEM

Please complete the form below, if you would like to have the City of Circleville automatically deducted your monthly water and/or sewer bill, out of your checking account. The completed form must be submitted to the Department of Public Utilities, located at 108 E. Franklin St., Circleville, OH 43113. A copy of a voided check must be attached. If you do not have a check, you should provide your checking account information from your bank on their letterhead.

You will still receive a monthly bill; the bill will indicate the date that the automatic payment will be processed on your behalf. You must contact the Utilities Department if you wish to stop automatic payments or if your checking account has had any changes. Complete a separate form for each service account address which you may have.

The Department of Public Utilities does not charge for this service.

SIGN UP FOR AUTOMATIC BILL PAYMENT

Please complete ALL sections (incorrect information will cause delays) and return this form:

I authorize the City of Circleville, Department of Public Utilities to instruct my banking institution to make my water/sewer payments from the account listed below. I understand that I control my payments and if at any time I decide to discontinue this payment service, I will notify the Department of Public Utilities.

(PLEASE PRINT)

Service Address Account number: _____

Service Address: _____

Your Name: _____ Phone: _____

Authorization Signature: _____

Financial Institution Name: _____

Routing Number: _____

Bank Account Number: _____

(Please attach a copy of a voided check so that we can record the correct banking information)