

Office use only: Account # _____ Effective Date _____

RENTAL PROPERTY RESPONSIBILITY FORM

**CITY OF MONROE 233 S. Main St., Monroe, OH 45050 (513) 539-7374 Ext. #1002
Fax # (513) 360-2225**

o Check this box if Primarily Liable Customer is a tenant. Lease begins _____ and ends _____

Section 1 – Primarily Liable Customer – APPLICATION, COPY OF LEASE & \$200.00 DEPOSIT REQUIRED

Complete this section with tenant information and have the tenant(s) to be charged sign if the property owner desires the tenant to directly receive and pay the utility bill. If the property owner wishes to directly receive and pay the bill, then the property owner's information goes in this section.

Customer's Name: _____ SSN # _____

Co-Customer _____ SSN# _____

Service Address: _____

Mailing Address (if different from above) _____

Home Phone # _____ Customer Date of Birth _____

Tax ID# (only necessary if this is a business) _____

Employer _____ Employer Phone# _____

Co-Customer Employer _____ Employer Phone # _____

E-Mail Address _____

Have you or anyone else in your household had previous service in the City of Monroe: _____

If so, where _____

I hereby apply for service at the service address and agree to pay each month, upon proper billing, the charges for utilities used at the rates established for the system on which the property is located. The Applicant, by signing this application, agrees to be bound by all the provisions and Rules and Regulations adopted by the City of Monroe, Ohio, as they exist and as amended from time to time. I authorize access to meters for all City of Monroe purposes at any time deemed by the City of Monroe.

Customer Signature _____ Date _____

Co-Customer Signature _____ Date _____

Section 2 – Secondly Liable Customer

This section is to be completed with the property owner's information if Primarily Liable Customer is tenant.

Property Owner's Name _____ Phone # _____

Property Owner's Mailing Address _____

As owner of the service address, I understand and agree that I am liable for any and all outstanding and unpaid utility charges provided to that address. As the owner, I also understand that unpaid balances for utilities can and will be certified to the taxes for this property if I do not pay them.

Signature of Property Owner _____ Date _____

Should there be any future changes in this account responsibility, the owner will be automatically made the primarily responsible party until a new form is signed by a new tenant, along with a \$200 deposit and copy of the lease, and returned to the City of Monroe.

Deposit Amount Paid _____ Date Paid _____

1040-06(b)(1) Water Account Deposits for Non Owner Occupied Structures

“When application is made by a non-property owner for water service to be provided by the City, the property owner shall also agree to be financially responsible for any outstanding water account balance and provide the required information on the water service application as provided by the Water Department. A deposit of two hundred dollars (\$200.00) shall be charged to the non-property owner (occupant) of the structure for which application for water service is requested. Said deposit shall be placed in the Water Utility Guarantee Deposit Fund. The deposit of two hundred dollars (\$200.00) shall be applied to the final water bill with any balance refunded, or a bill for any balance due to the City shall be rendered to either the non-property owner or property owner as provided by the County Auditor property tax records database.”

Although the City holds the Owner responsible for all service charges for services rendered to nonowner-occupied property, the City will enter into a joint service agreement with the Owner and the Renter providing the following:

- (1) The City will send a notice of disconnection to the “Primarily Liable Customer” each time the account becomes 30 days past due. The Owner/Landlord will also receive a copy of this notice via mail. The City will not terminate service to nonowner-occupied property unless the account is more than 45 days past due for \$25 or more or the City’s standard rules or regulations are otherwise violated. Please note that service cannot be disconnected to locations that have multiple units, but only have one shut off valve. The owner will need to grant the city access inside the premises to pull the meter in these cases. The trip charge for disconnect is \$35 and there is an additional charge of \$35.00 for reconnection of services. Return check fee is \$30.
- (2) When service is terminated to a Renter, the City will send a copy of the final bill to the Owner and Renter. The Owner/Landlord must notify the City of any change in their mailing address.
- (3) When a final bill remains outstanding for 60 days from the mailing date of the final bill, any unpaid balances will become the financial responsibility of the owner. Failure of the owner to pay the outstanding balance will result with the balances being certified to the county auditor. The county auditor shall place the certified amount on the real property tax list. The amount placed on the tax list shall be a lien on the property and shall be collected in the same manner as other taxes.

The above provisions protect the Owner but they are not required nor do they preclude the Owner from establishing other conditions on their renters to further reduce their risk of loss from unpaid services. Should the Owner refuse to enter into the joint service agreement or require the Renter to do so, the City will consider the Owner the “Primarily Liable Customer” and the bill the Owner directly for all services rendered.

The Owner/Landlord does not have the right to call for termination of service on any property that is occupied by a tenant. The Owner/Landlord may be required to provide a signed statement that the property is not occupied in order to have service disconnected.

As a final point of clarification, the tenant will be the “Primarily Liable Customer” only after the rental property responsibility form has been completed with the Owner agreeing to the joint service agreement, a \$200 deposit has been paid, and a copy of the lease has been given to the city to confirm that the tenant is indeed the same as the “Primarily Liable Customer”. If the tenant has a prior outstanding balance with the City of Monroe from a previous residence, service cannot be placed in their name until that outstanding balance has been paid in full. The owner has the right to check with the Utility Office at any time regarding the balance due.