

City of Mount Vernon

Division of Water & Wastewater

3 N. Gay Street, Suite B

Mount Vernon, OH 43050

Phone: (740) 393-9504 Fax: (740) 397-3707

Email: utilitycs@mtvernonoh.gov



Tenant Agreement for Water & Wastewater Billing and Service

This form must be signed and returned to the City of Mount Vernon Division of Water and Wastewater Office to facilitate the billing of the tenant as an agent for the owner. By signing this agreement, the tenant agrees to comply with the City of Mount Vernon Rules, Regulations, and Ordinances regarding the provision of Water and Wastewater Service.

Agreement Terms: I, the undersigned tenant, agree to assume responsibility for the direct billing of water and wastewater services for the property listed below. I understand and acknowledge the following terms:

1. The City of Mount Vernon will send me a monthly bill, with payment due by the 15th of each month.
2. Failure to pay charges by the due date may result in service termination when payment is 2 months (60 days), past due.
3. Upon vacating the property, I agree to leave my forwarding address for any unpaid or delinquent charges in my name and may result in the denial of water and wastewater services at any future city properties.

Tenant Information:

Account Number: _____

Tenant Name (Print): _____

Tenant Signature: _____

Service Address: _____

Mailing Address (if different): _____

Phone Number: _____

Email Address: _____

By signing this agreement, I acknowledge that I have read and agreed to the terms outlined above.

Return this completed form to the City of Mount Vernon Division of Water and Wastewater Billing Office or by using the fax or email options listed above.