

# City of Mount Vernon

## Division of Water & Wastewater

3 N. Gay Street Ste B, Mount Vernon, OH 43050

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## Water & Wastewater Service Agreement for Property Owners (Owner- or Tenant-Occupied)

**Service Address:** \_\_\_\_\_

**Account Number:** \_\_\_\_\_ **Date:** \_\_\_\_\_

This agreement outlines the billing responsibilities for water and wastewater service at the above-listed address and is entered into by the property owner and the City of Mount Vernon Division of Water and Wastewater. By signing below, the owner affirms their understanding of and commitment to the following terms.

### SECTION 1: GENERAL TERMS (Applicable to All Property Owners)

All property owners, regardless of occupancy status, agree to:

- Abide by the City of Mount Vernon's Rules, Regulations, and Codified Ordinances governing the provision of water and wastewater services.
- Be ultimately responsible for payment of all water and wastewater charges associated with the above-listed service address.
- Payments are due by the 15<sup>th</sup> of each month. Late fees will be applied to payments received after the due date. Failure to pay charges by the due date may result in termination of water service when the monthly payment is 60 days past due.
- Acknowledge that failure to pay service charges may result in water service disconnection and/or placement of a lien on the property, collectible as taxes and assessments.

### SECTION 2: OWNER-OCCUPIED PROPERTIES

If the property owner resides at the above-listed address as their **primary residence**, the following applies:

- The owner will be billed directly for all services.
- The owner is expected to maintain a current account status and respond promptly to any service notices, including billing, late fees, or disconnection warnings.
- Any changes to the occupancy status (e.g., converting the property to a rental) must be reported to the City of Mount Vernon within 30 days.

### SECTION 3: TENANT-OCCUPIED PROPERTIES

If the property is being rented or leased to tenants, the following additional provisions apply:

- The property owner may authorize the tenant to receive and pay utility bills as an agent of the owner.

- Despite tenant billing, the property owner remains fully responsible for all unpaid balances.
- The City will provide the property owner with duplicate copies of bills to the address listed below.
- The owner must ensure tenants understand their responsibility to maintain timely payment and communicate any service issues directly with the City.
- The owner agrees to monitor account activity and intervene as necessary to prevent service interruption.

**OWNER ACKNOWLEDGEMENT**

By signing below, I confirm that I have read and understand this agreement, and that the information provided is accurate to the best of my knowledge.

**Printed Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Owner's Mailing Address (if different from service address):**  
\_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**Occupancy Status (check one):**

Owner-Occupied (Primary Residence)

Tenant-Occupied (Rental Property)

*Please return this signed agreement to:*

**City of Mount Vernon Water and Wastewater Office**