

City of Mount Vernon

Division of Water & Wastewater
3 North Gay Street, Mount Vernon, OH 43050
Phone: 740-393-9504 Fax: 740-397-3707

**DIRECT BILLING AGREEMENT
BETWEEN
OWNER-TENANT
AND
CITY OF MOUNT VERNON**

Service Address _____ Date: _____

Account # _____

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

PROPERTY OWNER SIGNS HERE:

I understand that the tenants of the premises covered by this agreement are authorized to receive and pay water and/or wastewater bills for the above-listed address.

I understand that the City of Mount Vernon will mail a duplicate late notice to my address for pending termination of service for delinquencies due on the above-mentioned property.

Print Name.....	Property Owner's Address.....
Signature.....	Emergency Phone #.....

TENANT SIGNS HERE TO RECEIVE DIRECT BILLING:

This agreement for Water and Wastewater billing is made directly with me as the tenant of the above-listed property and as such I hereby guarantee payment of bills for water and wastewater service. I understand that the City of Mount Vernon will bill me quarterly for water and/or wastewater charges. I understand that the city will send me the current bill due the 15th of each billing month. If said charges are not paid by the due date, the city will send me a delinquent notice and deliver a second and final notice of unpaid charges as a door card. Unpaid charges during a billing quarter may result in termination of my service.

When I vacate this property, I further understand that the city may deny me water service or terminate service at any future time to other city properties if any water or wastewater charges in my name are left unpaid and/or delinquent.

Print Name.....	Tenant's Mailing Address.....
Signature.....	Emergency Phone #.....

This contract shall be a legally binding agreement between the Customer (owner), the Consumer (tenant) and the City of Mount Vernon Water and Wastewater Department.

WATER/WASTEWATER OFFICE REPRESENTATIVE:

Print Name.....	Signature.....
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