

**SALEM UTILITIES DEPARTMENT • CITY OF SALEM, OHIO**

**– TENANTS CERTIFICATE OF RESPONSIBILITY FOR WATER AND WASTEWATER SERVICE –**

Account Number \_\_\_\_\_ Effective Date \_\_\_\_\_

Address of Property Served \_\_\_\_\_ Tenants Name \_\_\_\_\_

Mailing Address \_\_\_\_\_ Telephone Number \_\_\_\_\_

**GUARANTEE OF PAYMENT FOR ALL WATER / SEWER SERVICE** - I / WE guarantee payment for Water / Sewer service at address above.

**WATER AND SEWER PAYMENTS** - Water / Sewer service bill will be rendered monthly and due on or before the 15th day of the month.

**DELINQUENT PAYMENT / WATER SERVICE TURN OFF** - The Water / Sewer service to this address is subject to disconnection if the bill has not been paid by the time specified on the bill. The said water service will be turned off after due notice. The water service WILL NOT be turned back on at the service address until the total amount of all the charges against the service have been PAID IN FULL, together with the added current TURN OFF AND ON CHARGE.

**OWNER TO RECEIVE NOTICE OF TENANT NON-PAYMENT OF BILL** - If said tenant /tenants/lessee shall fail to pay any water use or sewer service rendered when due, notice of such non-payment shall be given the owner by mail to the following address:

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **CITY, STATE, & ZIP:** \_\_\_\_\_

**NO NEW SERVICE** - The Salem Utilities Department will not grant any additional service to said tenant (s) at this or any other address as long as their Water / Sewer service bill remains unpaid by said tenant(s). All bills have to be paid in full to obtain service.

IN THE PRESENCE OF CITY OF SALEM REPRESENTATIVE OR NOTARY

SIGNATURE OF TENANT(S)

Applicant \_\_\_\_\_

Spouse \_\_\_\_\_

Driver's License or ID# (Applicant) \_\_\_\_\_

Driver's License or ID# (Spouse) \_\_\_\_\_