

**VILLAGE OF GREEN SPRINGS**

**Waterworks Department**

**P.O. Box 536, 120 Catherine Street**

**Green Springs, OH 44836**

Date \_\_\_\_\_

Move in Date: \_\_\_\_\_

Account No. \_\_\_\_\_ - \_\_\_\_\_

Deposit \$ \_\_\_\_\_

Check or Money Order \_\_\_\_\_ Cash \_\_\_\_\_

*Water Department Office Hours:*

*Tuesdays & Thursdays 9:00 a.m. to 4:00 p.m.*

*Water Clerk's Phone: 419-639-2123 – Choose Option 2, then Option 2 again*

**Utility Application by Property Owner or Renter to the Village of Green Springs, Ohio**

1. The property owner of the premises set forth below hereby applies for the services listed as follows: Water and Sewer.
2. All service is subject to Village's Rate Schedules and Rules and Regulations on file at its Utility Office.
3. Service is for the exclusive use of the applicant and said services shall not be resold or shared with others without prior approval from the Green Springs Village Administrator.
4. The property owner of record is responsible at all times for payment of all utility bills for service supplied to the property set forth below, regardless of the name that might appear on the bill for utilities involved. At the request and direction of the property owner, as evidenced by his signature below, the utility bills will be mailed to the renter by the utility department. However, this procedure is for the sole convenience of the property owner and in no way relieves the property owner's responsibility for payment of all utility services involved.
5. If utility bills are mailed to the renter and/or owner of said property, and if any utility bill is unpaid for two months or has a balance greater than \$200.00, service shall be subject to disconnection without further notice. Such disconnection of services shall in no way relieve the property owner of his responsibility for payment of all utility bills. If service is disconnected, there will be a re-connection fee assessed. The re-connection fee during regular business hours is \$50.00. The re-connection fee after regular business hours is \$150.00. The balance owing plus the reconnection fee must be paid before service will be reconnected.
6. Unpaid bills for utility service constitutes, under the laws of Ohio Section 735.29 R.C., a lien upon property involved as per Village Ordinance 82-3.
7. In the event the property owner sells said property he shall notify village within (10) days of transfer.

Service Location: \_\_\_\_\_

Renter's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Renter's Signature \_\_\_\_\_

Owner Requests copy of renter's bill \_\_\_\_\_

Property Owner's Name \_\_\_\_\_ Phone: \_\_\_\_\_

Property Owner's Signature \_\_\_\_\_

Property Owner's Mailing Address \_\_\_\_\_

-----FOR OFFICE USE ONLY-----

Proof of Identification

Water/Sewer Department Copy \_\_\_\_\_

Police Department Copy \_\_\_\_\_

Income Tax Department Copy \_\_\_\_\_

Beginning Meter Reading \_\_\_\_\_ Date \_\_\_\_\_

Final Meter Reading \_\_\_\_\_ Date \_\_\_\_\_

Account Notes:

\_\_\_\_\_

\_\_\_\_\_

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