

The Township Council adopted the following recommendation of the Administration Committee.

“That the present practice forwarding all water bills for rented properties directly to the owner of such property be continued. That provision be allowed for tenants to be sent water bills upon receipt of a written request from the property owner to that effect and on condition that the property owner acknowledges, in writing, that he or she is ultimately liable for payment of any outstanding water bills.”

**Move-in Date:**

Account No.

## TENANT INFORMATION

Name:

Service Address:

E-mail:

Telephone Nos.: Home:

Cell:

As tenant at the above address,

- I agree to have the water and wastewater bill redirected to myself from the Move-in Date above until I vacate the property
- I will notify the Township of West Lincoln in advance of my move-out date and provide a forwarding address for final billing
- I agree that at any time during my Tenancy of the above property, the Township of West Lincoln may, where it deems necessary, communicate to my landlord the amount of any arrears on the account.
- I also understand that the use of my personal information will be used for the administration of water and wastewater billing purposes.

**Signature below indicates you have read and understand the above.**

**Tenant Signature:**

**Date Signed:**

## LANDLORD INFORMATION

Name:

Service Address:

E-mail:

Telephone Nos.: Home:

Cell:

As the landlord of the above address,

- I understand that the water bill will remain my responsibility and I agree to pay it if my tenant does not; any arrears balance on this account will be applied to my property taxes. I agree that all disputes are between the landlord and tenant.

**Signature below indicates you have read and understand the above.**

**Landlord Signature:**

**Date Signed:**