



# Tenant Form

Please mail this form to: 3640 Old Oxford Rd., Hamilton, Ohio 45013  
or you may e-mail us at [bill\\_inq@swwater.org](mailto:bill_inq@swwater.org) or Fax this form to: 513-863-5330

Service address: \_\_\_\_\_

Service Request Date: \_\_\_\_\_

*(To be completed by SWRWD )*

Customer Account No.: \_\_\_\_\_ Date Received: \_\_\_\_\_

The Regulations adopted by the District’s Board of Trustees generally provide that only the record owner of the fee simple title to a serviced property may apply for service and become a customer of the District. However, the Regulations also provide that, at the request of the customer, the District may directly bill an occupant of the serviced property for the monthly charges for the property. In such a situation, the customer shall remain ultimately responsible for all charges in connection with the service; the District will accept payments from the occupant on the customer's account. The District will require the occupant to post a deposit.

By signing this form, the owner of the serviced property is requesting that the District, for the convenience of the customer, directly bill the occupant identified below for the charges associated with this service. The customer may revoke this request at any time with written notice to the District. Until receipt of such notice, the District will continue to directly bill the occupant and may as the District determines appropriate enter into payment arrangements for any delinquent charges and/or lock-off the service until all charges are paid in full. No payment arrangement nor discontinuation of service will affect the owner/customer’s ultimate responsibility for all charges associated with the water service to the subject property.

Section 5321.15 of the Ohio Revised Code prohibits a landlord of residential premises from initiating any act, including termination of utilities or services, exclusion from the premises, or threat of any unlawful act, against a tenant, or a tenant whose right to possession has terminated, for the purpose of recovering possession of residential premises, other than as ordered by a court of appropriate jurisdiction. Therefore, the District reserves the right to refrain from terminating service to the subject property at the request of, or due to any action or inaction by, the Owner/customer if the District has actual knowledge that the termination of service may cause a violation of Section 5321.15 of the Ohio Revised Code.

## **Section 1—Owner**

**The section is to be completed with the property owner’s information.**

Property Owner’s Name: \_\_\_\_\_ Phone No: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Lease begins: \_\_\_\_\_ Ends: \_\_\_\_\_

## **Section 2—Tenant Information**

**Complete this section with tenant information**

Tenant’s Name: \_\_\_\_\_ Phone No: \_\_\_\_\_

*(If different from service address)*

Date of birth: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

X \_\_\_\_\_

Owner Signature

\_\_\_\_\_

Date

X \_\_\_\_\_

Tenant Signature

\_\_\_\_\_

Date