

POLICY

NAME CHANGES & RENTAL PROPERTY UTILITY BILLING

Effective December 3, 2013

The purpose of this policy is to give clear guidelines to the D.P.W. staff when a request for a name change is made on a sewer, water, or solid waste account. Ordinance No. 171 that regulates the responsibilities of property owners and tenants is used as the basis for this policy.

~ NAME CHANGES

Individuals wishing to have an account placed in their name must first complete an "Application for Water & Sewer Service" which there is a onetime \$25.00 service fee.

~ RENTAL PROPERTY (SINGLE Unit Dwelling or Business)

Procedure:

- 1). Every new owner of a rental property shall be given a copy of Ordinance No. 171 and made aware of the procedures to make a tenant responsible for utility bills.
- 2). The bill goes directly to the property owner unless the owner takes the following steps:
 - a. Notifies the Village in writing that the tenant will be responsible for all future payments of utility bills;
 - b. The tenant or owner shall deposit a sum of money equal to 1/4 of the annual average charges for the village utilities prior to having the account put in their name. The deposit shall be calculated in the following manner and shall change when the rates change:

2013-2014 Rates

Water =	3 Month Base Rate = \$ 59.10	(\$19.70 x 3)
Est. Water Used =	1,500 C.F. @ \$2.32 = \$ 34.80	(\$ 2.32 x 15)
Sewer =	3 Month Base Rate = \$ 39.87	(\$13.29 x 3)
Est. Sewer	1,500 C.F. @ \$1.89= \$28.35	(\$1.89 x 15)
Used=	3 Month Base Rate = <u>\$ 32.37</u>	(\$10.79 x 3)
Solid Waste		

**Required Deposit =
\$194.49**

> RENTERS REQUEST FOR HARDSHIP

- 1). Renters do not qualify for a "payment arrangements" when the utility bill is in their name at the request of the property owner.
- 2). Any renter who fails to pay their utility bill shall have their water service turned off when their deposit has been used.
- 3). Service shall not be renewed until a new deposit has been made.

~ RENTAL PROPERTY (*Multiple Unit Dwelling or Business*)

The bill goes to the property owner, no exceptions

~ MULTIPLE UNIT DWELLINGS AND BUSINESS

The bill goes to the property owner. no exceptions

~ MISCELLANEOUS CHARGES

The owner is always responsible for any miscellaneous village services Including, but not limited to, any village labor or equipment that is utilized to perform a service on private property at the request of the property owner. Also, any village labor or equipment that is utilized in the act of enforcing a village ordinance on private property such as mowing etc.

Daniel J. Campbell
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Works