

# VILLAGE OF OTISVILLE

## DEPARTMENT OF PUBLIC WORK

PO Box 6

Otisville, Michigan 48463-0006

Office (810) 631-4680 Fax (810) 631-4796

### APPLICATION FOR WATER & SEWER SERVICE

Service Address: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Name on Account: \_\_\_\_\_ Tel: (\_\_\_\_) \_\_\_\_\_

#### Mailing Address:

Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

#### Property Ownership: (check one)

- I own the Property: (my name appears on the latest tax roll)  
 I'm purchasing the property on a land contract (my name appears on the latest tax roll)  
 I'm Purchasing the property on a land contract (my name does not appear on the latest tax roll)  
 I'm Renting the Property

Name of Property Owner: (If other than the name on the account) \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

#### Service Requested: (check one & complete)

- Turn the water off and take the service out of my name on (date): \_\_\_\_\_  
 Turn the water on and put the service it in my name on (date): \_\_\_\_\_  
 I wish to make my tenant responsible for all payments (Owner must comply with Ordinance No. 171)

#### Important Information --- Please Read

New customers will be charged a water "turn on fee" of \$25.00 as well as an \$25.00 "administrative fee" for setting up a new account. Customers receiving their final bill will be charged \$25.00 for a "turn off fee". D.P.W. employees read meters and turn water services on and off Monday through Fridays from 8:00 a.m. to 3:30 p.m. The Village cannot guarantee turn on & turn off dates due to occasional unforeseen problems that arise.

Customer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(I have read and acknowledge the above statement and certify the information I have given is correct)

#### FOR VILLAGE USE ONLY

Customer Account No.: \_\_\_\_\_

Service Requested:  Turn Service Off  Turn Service On  Read Water Meter

Work Order No. : \_\_\_\_\_ Date that Meter was Read : \_\_\_\_\_

Meter Reading: \_\_\_\_\_ Employee's Initial: \_\_\_\_\_