

DPW USE

ARB # _____

DATE: _____

CURRENT READ: _____

DATE: _____

PREVIOUS READ: _____

Water/Sewer Renter Change Request

Current owners name _____

Property address _____

As per ordinance 18-03 and ordinance 18-04, landlords have the option of requiring the tenant to pay a deposit in the amount of \$100 to put the water/sewer service in their name or waiving this requirement.

I authorize the renter to put the water/sewer bill in their name and require the deposit.

I authorize the renter to put the water/sewer bill in their name and waive any deposit requirements.

By signing below, I am agreeing that I understand that as the landlord for the address noted above that I am responsible for any unpaid water/sewer bills regardless of whom I choose to rent to, even if the renter has the water/sewer bill in their name and a deposit is collected. I am also aware that if any water/sewer bills go unpaid that as per section 52.39, see also section 52.48, they will be placed on the summer property tax bill for collection.

Owner's signature _____ **Date** _____

Current renters name (if applicable) _____

Forwarding address _____

Effective date of change: _____

Is a final read required -

Note if a final read is not done a partial bill cannot be done

* Must be filled out

Address to send final bill to current owner/renter _____

New Renter's Name: _____

Address to send new bills to _____

New renter phone # _____

FOR CITY USE ONLY: FORWARD A COPY TO JOHN FOR UB UPDATES

Schedule final meter reading

Disclosure Statement For New Water / Sewer Customers

1. Will the new account you open today be a:
 - water only account sewer only account
 - combination water & sewer account

2. Will your new account be located in:
 - West Branch Township
 - Ogemaw Township
 - City of West Branch

3. Do you wish to furnish data collection information that will assist the Federal Government to ensure compliance with Title VI requirements designed to help prevent discrimination and ensure equality?
-NOTE- The following information is requested by the Federal Government in order to monitor compliance with Federal Laws prohibiting discrimination against applicants seeking to participate in this program. You are not required to furnish this information, but are encouraged to do so. This information will not be used in evaluating your application or to discriminate against you in any way. However, if you choose not to furnish it, we are required to note the race, ethnicity and sex of applicants on the basis of visual observation or surname.
 - Yes
 - No, I do not wish to furnish this information.

If so, please continue on to questions #4 - #6 below.

4. Ethnicity:
 - Hispanic or Latino
 - Not Hispanic or Latino

5. Race: (mark all that apply)
 - White Black or African American
 - American Indian or Alaska Native
 - Asian Native Hawaiian or Other Pacific Islander

6. Sex:
 - Male Female

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) policy, this institution is prohibited from discriminating on the basis of race, color, national origin, age disability, religion, sex, familial status, sexual orientation, and reprisal.

To file a complaint of discrimination, write to:

USDA, Assistant Secretary for Civil Rights, Office of the Assistant Secretary for Civil Rights

1400 Independence Avenue, S.W., Stop 9410, Washington, DC 20250-9410

Or call toll-free at (866) 632-9992 (English) or (800) 877-8339 (TDD) or (866) 377-8642 (English Federal-relay) or (800) 845-6136 (Spanish Federal-relay).

The City of West Branch, the West Branch Area Wastewater Treatment Plant Authority, and the USDA are all equal opportunity providers, employers, and lenders.