

SELMA WATERWORKS & SEWER BOARD

Landlord Tenant Billing Authorization Form

Service Address: _____

Landlord Information

Name: _____

Phone: _____ Cell: _____

Mailing Address: _____

City _____ State _____ Zip Code _____

E-Mail Address: _____

Tenant Information

Name: _____

Phone: _____ Cell: _____

E-Mail Address: _____

Terms & Conditions

- The service address must be serviced by its own individual meter.
- Landlord shall present proof of ownership of the property where service is requested when applying for service.
- Both Tenant and Landlord are required to present valid government issued identification when applying for service.
- The rental/lease agreement for the service address **may require** the tenant be responsible for all water and sewer bills, and that water and sewer service is not part of rent.
- Landlord **will receive a billing statement or notice for the service address, in the event tenant is delinquent in the payment of water and sewer bills at the service address.** Landlord is solely responsible for monitoring payment by tenant.
- A new/different tenant will be added to the account only after the new tenant and landlord notify SWWSB that a new person is in possession of the service address and has applied for service.

Approved
August 19, 2024

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- Once the account is in a tenant's name, the tenant is authorized to notify SWWSB of **their** move-out date. Upon move-out, a final read and billing statement will be sent to the tenant. Upon payment, the tenant will be removed from the account. **All unpaid balances are the sole responsibility of the landlord.**
- Landlord authorizes SWWSB to accept payment from tenants for water and sewer service to the service address.
- Disputes between landlord and tenant regarding responsibility for payment must be resolved between Landlord and Tenant. Landlord and Tenant are jointly and severally liable to SWWSB for payment.
- Any account that becomes 10 days past due is subject to disconnection. In such cases, SWWSB will comply with its disconnection procedures. If the service address is disconnected for non-payment, the landlord will be notified and responsible for payment prior to reestablishment of service.
- Landlord understands and agrees that in the event a tenant does not pay the bill, **the property owner (Landlord) of the service address is responsible for any outstanding payments.** The Landlord and Tenant are jointly and severally liable for payment. Service will not be restored to the property owner at this address until all outstanding obligations related thereto are paid in full.
- Landlord authorizes SWWSB to process billing in the tenant's name and agrees to defend, indemnify and hold SWWSB, its officers, officials, and employees harmless from any and all claims, injuries, damages, losses, costs of collection or suits, including attorney's fees, concerning the administration of the Landlord Tenant Billing Authorization Form, procedure and implementation, and for all service charges and collection charges related thereto.
- A security deposit shall be made in the amount of **\$200 by Tenant** prior to service.

Your signature indicates your understanding and acceptance of the foregoing.

Owner/Landlord Signature: _____

Tenant Signature: _____

Date: _____