

CHANGE OF OCCUPANCY REPORT

Property owner name: _____ Phone: _____

Property owner address: _____

Property owner signature: _____

NEW TENANT

Today's Date: _____ Date lease signed: _____

Tenant's name (s): _____
(Include names of all tenants 18 years of age and older)

Property address: _____

Tenant phone number: _____

Number of occupants: _____ Number of occupants 18 years of age & older: _____

Will tenant be responsible for water & sewer bills? Yes _____ No _____

- If yes, tenant must come in to complete application and pay a \$100.00 deposit, payable in cash, check or money order only. We are unable to accept debit/credit cards at this time.

- If no, to what address should the bills be mailed? _____

Would you like a copy of any delinquency notice on the property? Yes _____ No _____

DEPARTING TENANT

Today's date: _____ Date tenant moved out: _____

Tenant's name: _____

Property address: _____

Tenant's forwarding address (for final bills): _____

(Ordinance 36-86 ultimately places all unpaid balances with the property owners, though we do try to collect from the departing tenant. Property owners will receive a copy of all correspondence sent to tenant.)

Forms may be submitted via:

Fax: (330) 868-7708

Email: lzwahlen@ci.minerva.oh.us

Mail & in person:

Water & Sewer Dept. 209 N. Market St. Minerva, OH 44657