



Village of Archbold

300 N. Defiance Street, Archbold, OH 43502 | (419) 445-4726

## WATER & SEWER SERVICE BILLING ACCOUNT | ARCHBOLD, OHIO

This application is used to set up a billing account for existing water & sewer service. If you need a new service installed; this form will be necessary after the Service Connection is made. A separate application is required to install a New Service Connection for a new service lead or to repair an existing service lead. An application for a new service or the repair of an existing service is available at the Engineering Department.

**I, the undersigned, hereby make an application for water and/or sewer billing account for service from the Village of Archbold to be furnished in the following service area:**

☐ Archbold

☐ Elmira/Burlington

☐ Pettisville

☐ Ridgeville

**At the following address:** \_\_\_\_\_

### APPLICANT INFORMATION

\_\_\_\_\_  
Print Name of Applicant or Business

\_\_\_\_\_  
Signature of Applicant or Business Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mailing Address (if Different than Above)

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Place of Employment or Business EIN

### OWNER INFORMATION

\_\_\_\_\_  
Owner Driver's License No.

\_\_\_\_\_  
Owner Birthdate

\_\_\_\_\_  
Name of Anyone Over Age of 18 Living at this Address

### RENTER INFORMATION

(If Applicable)

\_\_\_\_\_  
Renter Driver's License No.

\_\_\_\_\_  
Renter Birthdate

☐ Check box if you prefer your water bill to be emailed.

☐ Check box to request automatic payment from your checking account.

### RENTER AGREEMENT

(If Applicable)

As a renter, with this application, I make the deposit of \$200.00 as guarantee of payment of water and sewer service. Upon discontinuance of service, if there is balance of \$5.00 or more after the final bill is deducted from the deposit, a refund will be issued. Unclaimed meter deposit refund checks can only be re-issued up to one year following the original date of check issuance; thereafter, my rights to a refund are waived. I understand and agree that the owner/landlord of this property may be informed if payment on this account should for any reason become past due. I authorize the Village of Archbold to inform the owner if the account is past due, and the amount owed on the account. I hereby waive any and all claims that may arise against the Village of Archbold in connection with disclosure of such information.

\_\_\_\_\_  
Print Name of Property Renter

\_\_\_\_\_  
Signature of Property Renter

\_\_\_\_\_  
Date

### PROPERTY OWNER AGREEMENT

As the owner of real property in the Village of Archbold, the undersigned hereby guarantees the payment of all bills for water and sewer service at the above address even though I may not live at this address.

\_\_\_\_\_  
Print Name of Property Owner

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Date