

Village of Scio - Water and Wastewater Department  
Direct Billing Agreement

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

Date & Time to Read inside meter \_\_\_\_\_ (Monday-Friday 830am-4:00pm)  
(allow 1 day - reads can be done the day after we receive this request)

Instructions to get in: \_\_\_\_\_

- This form must be signed and returned with Deposit and Activation Fee to the Scio Water Office prior to the receipt of water services.

This agreement is subject to Village of Scio rules and regulations regarding the provision of water and sewer service by the Water and Wastewater Department and Sewer.

Property owner signs here:

I understand and agree that tenants of premises covered by this agreement are to be authorized to receive water/sewer bills as agents for me. I agree to comply with property owner responsibilities as described in the Rules and Regulations of the Village of Scio Water and Wastewater Department.

I understand that the Village of Scio Water Department will attempt to notify me by mail with a copy of late notices sent to my address for pending terminated services for the above address due to non-payment. I also understand that tenants may be granted payment extensions and by signing this agreement I authorize the Village of Scio to grant such extensions.

\_\_\_\_\_  
Property Owner's name (please print)

\_\_\_\_\_  
Drivers license #/State (Mailing Address)

\_\_\_\_\_  
Hm ( ) - Wk ( ) -  
(Property Owner's signature)

\_\_\_\_\_  
Alternate phone number in case of emergency (broken pipes, flooding, etc.)

The undersigned agree that water/sewer bills for the above service address are to be mailed directly to the tenant for payment. This agreement is subject to Village of Scio Rules and Regulations regarding the provision of water and sewer service by the Water and Wastewater Department.

We understand that water/sewer service is granted solely on the basis of personal information submitted as part of this agreement and we do certify that all such information is correct. We agree that this application for service, when accepted by the Village of Scio, shall form a binding agreement governing the terms of all water and sewer services rendered to us by the Village of Scio.

Tenant signs here if the tenant is suppose to receive and pay bill for owner:

I understand that the Village of Scio Water Department will attempt to notify me by mail with a copy of late notices sent to the above service address for pending terminated services for the above address due to non-payment. Monthly bills will be mailed to the address below.

\_\_\_\_\_  
Tenant's name (please print)

\_\_\_\_\_  
Drivers license #/State (Mailing Address)

\_\_\_\_\_  
Hm ( ) - Wk ( ) -  
Tenant's signature