

CITY OF TOLEDO



DEPARTMENT OF PUBLIC UTILITIES Division of Utilities Administration

Dear Applicant:

Thank you for applying for public utility (water/sewer/storm water) and refuse collection services. On the reverse side of this letter is your Application for Service. Please be sure to read this application thoroughly as it establishes a binding contractual agreement for public utility services with the City of Toledo upon acceptance by the Department of Public Utilities (“DPU”) of your application and its required attachments. In addition to any other requirements imposed by DPU, each applicant must:

1. **Ownership:** Provide proof of each deed owner for the property to be served. Each co-owner must apply for services. *If owner is a corporation, LLC, partnership, or other legal entity, each applicant must personally and unconditionally guarantee punctual payment by owner as required by the contract.*
2. **Due Authority:** Provide evidence of the authority of each person whose signature appears on the application (i.e., Signature/[Title 1](#) and Signature/[Title 2](#)) to sign to bind the deed owner.
3. **Identity:** Provide a copy of an unexpired driver's license or other government-issued photo identification with the applicant's signature on it that matches the owner signatures on the opposite side of this application.
4. **Payment:** Pay all outstanding charges, fees and deposits as required by DPU.
5. **Prompt Action:** Return this completed application immediately. Failure to promptly return this signed application with deposit and/or payment (if required by DPU) will result in the **termination** of your water/sewer services without further notice.

Remember: By law, each **co-owner/applicant** is jointly and severally responsible for the payment of all public utility and refuse collection charges attributed to the property served including, without limitation, water usage recorded on the inside water meter. It is your responsibility to ensure that the readings of a remote register (outside) and the inside meter match as you are responsible for DPU invoices for water and sewer services computed upon the consumption reflected on the inside meter, whether the water is used, wasted or lost from leaks. This includes water usage due to broken or frozen pipes and all consumption by a tenant or other occupant. Delinquencies may become a real estate lien.

If you have any additions or corrections to the contract in the future or if you have any questions, please call our Customer Service Center at (419) 245-1800 from 7:00 a.m. - 6:00 p.m. on normal business days or visit us on the Internet at www.toledo.oh.gov.

Thank you. We look forward to serving you.

Sincerely,
Customer Service Center

Revised 12/04/14