

# VILLAGE OF UNIONVILLE

GATEWAY TO THE THUMB

6454 MERRY ST.

UNIONVILLE, MI 48767

(989) 674-2244 FAX (989) 607-6621

"THIS INSTITUTION IS AN EQUAL OPPORTUNITY PROVIDER AND EMPLOYER"

www.unionvillemi.us

---

## RESPONSIBLE PARTY FORM

### WATER, SEWER AND TRASH SERVICES

SERVICE ADDRESS: \_\_\_\_\_

NAME OF OCCUPANT: \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

MAILING ADDRESS:  
\_\_\_\_\_

EFFECTIVE DATES OF LEASE:  
\_\_\_\_\_

NAME OF LANDLORD \_\_\_\_\_ PHONE  
NUMBER \_\_\_\_\_

MAILING ADDRESS FOR LANDLORD:  
\_\_\_\_\_

NOTE: The Landlord is ultimately responsible for unpaid Utility Bills. Any unpaid bills will be filed as a lien on the property and applied to the Village Taxes.

It is the choice of the owner how the bill will be paid – by the occupant or by the owner. Please check ONE of the options below and initial. Return this agreement to the Village Clerk.

**Option 1:** The owner can leave the billing in the owner's name, which will be sent to the owner only. The owner has full responsibility for payment. Any unpaid bills will be filed as a lien on the property and applied to the Village Taxes. Property will still be subject to discontinuation of services due to non-payment. Owners Initials: \_\_\_\_\_

**Option 2:** Billing is set-up in the name of the occupant. Occupant and owner will both receive the bill, and the occupant will be responsible for the full payment. If the occupant fails to pay the account balance in full by the date of shut-off the service to the property will be discontinued and will not resume until balance is paid in full including a \$30 turn off/turn on fee and Landlords will be informed.

Occupant Initials \_\_\_\_\_ Owner Initials \_\_\_\_\_

PLEASE NOTE: Termination of occupant the account must be verified by the owner before the Village may close the account and put back in owner' name. As owner of the property please check for final Utility Billing
--

OCCUPANT SIGNATURE : \_\_\_\_\_ DATE : \_\_\_\_\_

OWNERS SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

CLERK SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

### For Office Use Only

Account Number: \_\_\_\_\_ Date of Transfer: \_\_\_\_\_

# VILLAGE OF UNIONVILLE

GATEWAY TO THE THUMB

6454 MERRY ST.

UNIONVILLE, MI 48767

(989) 674-2244 FAX (989) 607-6621

"THIS INSTITUTION IS AN EQUAL OPPORTUNITY PROVIDER AND EMPLOYER"

[www.unionvillemi.us](http://www.unionvillemi.us)

---

Lease Received: Yes / No