



VILLAGE OF PAW PAW

Responsible Party Form For Electric, Water & Sewer Customers

Section 1. (To be completed by Landlord)

NAME OF RENTER: _____

ADDRESS OF SERVICE: _____ Apt. /Suite # _____

EFFECTIVE DATE OF LEASE: _____

NAME OF LANDLORD: _____

SIGNATURE OF LANDLORD OR REPRESENTATIVE: _____

Effective October 1, 2003, the following Deposit Fee Schedule will apply (please circle all that apply)

| | <u>Residential</u> | <u>Business</u> |
|----------------------|--------------------|-----------------|
| ELECTRIC | \$100.00 | \$200.00 |
| ELECTRIC HEAT | \$200.00 | |
| WATER | \$ 50.00 | \$200.00 |
| SEWER | \$ 50.00 | \$200.00 |

NOTE: The Landlord is responsible for all utilities until the date the deposit has been made with the Village. The utilities will not be placed in the name of the Tenant until the Village receives the deposit. Landlord is responsible for any overdue charges exceeding the tenant's deposits and this will become a lien against the property.

Section 2.

TENANT: Return this form to Paw Paw Village Hall, 111 East Michigan Avenue, Paw Paw. (located next to the Strand Theater)

Along with this form, bring a State approved identification, your Social Security Card and the appropriate deposit to cover the services for which you are responsible.

The Tenant is responsible for all utilities until the Village has been instructed to take a "Final Read" and close out their account at this address.

For Village Use Only: (make copy of identification information on reverse side of this form)

Date Deposit Received at Village Hall: _____ Reference Number: _____ Electric: _____

Village Employee Accepting Form and Deposit: _____ Water/Sewer: _____

IMPORTANT UTILITY NOTICE!!!!

TO ALL UTILITY CUSTOMERS ON THE VILLAGE OF PAW PAW UTILITY SYSTEM

IN AN EFFORT TO CONTAIN COSTS, THE VILLAGE OF PAW PAW HAS ADOPTED THE FOLLOWING FEE SCHEDULE, **EFFECTIVE OCTOBER 1, 2003**. FURTHER, THE VILLAGE WILL NO LONGER SEND OUT SEPARATE "**SHUT-OFF**" REMINDER NOTICES. THE "**DUE**" DATE AND THE "**SHUT-OFF**" DATE WILL BE CLEARLY SHOWN ON YOUR BILLING STATEMENT.

Note: This policy applies to all **RESIDENTIAL** and **COMMERCIAL** customers, whether rental or owner occupied.

UTILITY RECONNECTION POLICY

If your electric utility or water service is discontinued for **non-payment** of a past due bill, the following fee schedule **will be enforced**.

Reconnection Fee - Electric

| | |
|---------------------------------|----------|
| 1st time in twelve month period | \$50.00 |
| 2nd time in twelve month period | \$75.00 |
| * After 3:30 P.M. | \$100.00 |

Reconnection Fee - Water

| | |
|---------------------------------|----------|
| 1st time in twelve month period | \$50.00 |
| 2nd time in twelve month period | \$75.00 |
| * After 3:30 P.M. | \$100.00 |

AGAIN, YOUR MONTHLY BILL IS THE ONLY NOTICE YOU WILL BE SENT. MAKE A NOTE OF IT SO YOU DO NOT GET DISCONNECTED. The Village has utility bills due on the **5th, 10th and 15th** of each month. **PLEASE PAY ATTENTION TO THE DUE DATE AND SHUT-OFF DATE LOCATED ON YOUR STATEMENT.**

THIS IS YOUR RESPONSIBILITY!!!

UTILITY DEPOSIT POLICY

To all utility customers on the Village of Paw Paw utility system which **RENT OR LEASE** a residence, apartment, business or manufactured housing/mobile home lot. In an effort to contain costs, the Village of Paw Paw has adopted the following fee schedule, **effective OCTOBER 1, 2003**.

Residential Electric Deposits:

\$100.00

Electric Heat Deposits

\$200.00

Business Electric Deposits:

\$200.00

Residential Water Deposits:

\$50.00

Business Water Deposits:

\$200.00

Residential Sewer Deposits:

\$50.00

Business Sewer Deposits:

\$200.00