

WATER ACCOUNT CHANGE POLICY

- Water accounts for the Town of Dagsboro can be put into a tenant's name, HOWEVER, please note that the property owner is ultimately responsible for any unpaid balances on the water account.

- We notify property owners before shutting off the water for delinquent accounts. This is after two months of non-payment and/or a balance of more than \$100. If you would like more frequent updates you can elect to have a copy of the monthly bill e-mailed to you or you can contact us at any time during our office hours and we can give account balance information.

- We strongly suggest you check with us for the account balance before the tenant moves out to ensure the tenant has kept their account current.

- We do not have the ability to pro-rate bills when tenants move in the middle of the billing cycle. Tenants and property owners will need to discuss and come to their own agreement for determining which party is responsible for which portion of the bill.

- If the home will be vacant for a period of time, the town can shut off the water at your request; however the base fee of \$35.00 monthly is due regardless of water usage.

- It is the property owner and/or tenant's responsibility to contact the Town with billing name(s), address changes, etc.

- Changes to water accounts need to be made in writing. They can be brought into Town Hall Monday through Friday between 8:30 a.m. and 4:30 p.m., faxed to 302-732-3907, mailed to Town of Dagsboro, P.O. Box 420, Dagsboro, DE 19939, dropped in the water payment mail slot on the police station, or e-mailed to dagsborotownclerk@mediacombb.net.

Please sign and return the bottom of this form. Please complete the attached form only if there are any changes to your contact information or tenant information.

I, _____, have read the above policy and understand that the property owner is
(Property Owner)
responsible for the water account at _____ with the Town of Dagsboro.
(Service address)

Signature

Date

Water Account Change Request

Name of Person Completing form: _____ Date: _____

Phone #: _____ Acct# _____ Service Address _____

You are the: _____ Property Owner
 _____ Property Manager
 _____ Other: _____

Reason for the Request:

____ Change of Tenant (from one tenant to another tenant)
____ Tenant Moving Out (Account goes back in owner's name)
____ Update to contact information

Please update the property owner's information below so that we have current information in the event we do need to make contact regarding the water account.

Owner's Name _____

Mailing Address _____

Phone # _____

E-mail Address _____

How would you prefer us to contact you to notify you of delinquencies?

_____ Postal Mail _____ E-mail _____ Both

If the request is a change of tenant, please fill in the following section.

Current Tenant's Name _____

Date tenant is leaving _____

Date the new tenant moves in _____

New Tenant's Info: Name _____

 Address _____

 Phone # _____