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 # ________________________________