

**CITY OF KINGSFORD  
APPLICATION TO PLACE UTILITY BILLING  
IN THE NAME OF TENANT**

Revised and effective October 20, 2012

\*\*\*\*\* **FORM MUST BE NOTORIZED** \*\*\*\*\*

**Instructions:** Print the form, fill it out completely, enclose the \$150 deposit and return to Kingsford City Hall, 305 S. Carpenter Ave., Kingsford, MI 49802.

1. Name and address of **Property Owner:** \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

\_\_\_\_\_

2. Name and address of **Owner's Representative:** (If applicable) \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

\_\_\_\_\_

3. Name and address of **Tenant** (Responsible party): \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

\_\_\_\_\_

4. Address and property ID# for the property where the utilities are to be provided: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. Lease agreement

a. Written  Yes  No

Oral  Yes  No

b. If written lease, complete copy of lease agreement is provided

Yes  No

6. Parties agree and acknowledge that if water service is terminated for non-payment or otherwise, water service will not be reinstated until all charges associated with reinstating the service are paid in full.
7. Tenant agrees and understands that the City will require a security deposit, prior to placing service in Tenant's name. **\$150.00** Receipt # \_\_\_\_\_ Date rec'd: \_\_\_\_\_
8. Parties agree and acknowledge that the City, if notified by either the Landlord or Tenant in writing that the Tenant is no longer responsible for payment of utility services, the billing will be placed in owner's name. The written notice must include the requested date of termination, both the reading from the water meter and the outside remote, forwarding address of tenant and the signature of the requesting party.

**The undersigned have read and understand the conditions of this application.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
**Owner/Representative**

<p>This instrument acknowledged by _____ before me this, ____ day of _____, 2012.</p> <p>Signature: _____</p> <p>Notary Public, State of Michigan, County of _____  My Commission Expires: _____</p>
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Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
**Tenant**

<p>This instrument acknowledged by _____ before me this, ____ day of _____, 2012.</p> <p>Signature: _____</p> <p>Notary Public, State of Michigan, County of _____  My Commission Expires: _____</p>
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Requested Start Date: \_\_\_\_\_

Water meter (inside) reading: \_\_\_\_\_

Remote recorder (outside) reading: \_\_\_\_\_