

Village of Kingston
PO Box 650
Kingston, Ohio 45644



OWNER AUTHORIZATION

Please read carefully, sign, and return

I authorize the water and sewer bills for (Service Address) _____
to be sent directly to (name of property owner) _____ but I understand
that as the property owner, I am liable for the payments and penalties if any if the
aforementioned party does not pay the bill. (ORC-743.04)

If and when the time comes that the renter or land contract buyer moves from the above-
mentioned property, the property owner should contact (Kingston Water) immediately so we
can get a final reading. Several days notice would be greatly appreciated. After the final reading
is taken, you the property owner will be sent the final bill for this renter.

This final bill cannot be sent to the renter. It must be sent to the property owner, and it will be
the responsibility of the owner to contact the previous renter concerning payment in full of this
bill. We only send bills to the renter or land contract buyer as a courtesy to the property owner.
If after a reasonable amount of time and effort has been spent working with your renters to try
and collect the water and sewer charges as they become due, and we receive little or no
cooperation from them. The bills will then be sent directly to the property owner and will
continue to be sent to you until all delinquent charges have been paid. The above regulations
also pertain to any person selling their property on a land contract basis.

**** Please note:** If the renter becomes delinquent and the bill is sent directly to them after
signing the form, the renter and property owner will receive delinquent notice. Failure to
respond to the notices and failure to pay all accrued charges will result in disconnection.

Date: _____

Print Name: _____

Signature: _____

Owner's Mailing Address: _____

Phone Number: _____

Any questions for this form please call Ryan @ 740-642-2212

Questions for billing or billing issues call Todd @ 740-642-3678

Completed forms can be emailed to kingstonvillage811@gmail.com or kingstontcw@yahoo.com

Or you can provide your completed form to the Kingston National Bank at 2 N. Main Street