



SOUTH BEND MUNICIPAL UTILITIES

Owner Authorization of Service Form

125. W Colfax, South Bend, IN 46601

Phone (574)235-9236 Fax (574)235-5645

TO BE COMPLETED IN CONJUNCTION WITH TENANT APPLICATION FOR SERVICE

Date: _____ **SERVICE ADDRESS:** _____

Number of units: _____

OWNER INFORMATION:

Name of Property Owner: _____

Name of Trustee or Legal Agent of the Business *if property is in the name of a trust or business:*

Cell Phone #: _____ Home Phone #: _____

Social Security #: _____ - _____ - _____ Federal Tax ID: _____ - _____

Identification #: _____ Type of ID: ___ Driver's License ___ State ID ___ Passport

Mailing address of Owner: _____

Email address: _____

I would like to receive a copy of the regular bill and the delinquency bill: _____ Yes _____ No

TENANT INFORMATION:

Name(s) of Tenant(s): _____

Cell Phone #: _____ Home Phone #: _____

Name of Legal Agent of the Business *if property is in the name of a business:* _____

Date of Lease: _____

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By signing this form, I acknowledge as the property owner, the following:

- Service will not be started until both the Owner Authorization of Service and Tenant Application for Service forms, along with the paid deposit (if applicable), have been received by the South Bend Municipal Utilities.
- The Utilities account will be in my tenant's name; I am ultimately responsible for payment of all Utilities charges other than Water Charges, Refuse Charges and Miscellaneous Fees at this location and the City may file a lien against my property for unpaid Sewer and Storm Water charges, pursuant to Indiana Code 36-9-23-32, 8-1.5-5-29, and 8-1.5-5-30.
- I waive the right to have services disconnected once the account is placed in the Tenants name.
- By putting water services in the name of my tenant, I authorize them to make decisions regarding turning services off or on. I understand that water could leak from any open faucet, toilet or water pipe located inside or outside the property should water need to be restored.
- Per the South Bend Municipal Utilities Rules and Regulations, in the case where a tenant terminates services, the utility reserves the right to revert the account to the homeowner's name once the account has been final billed. The landlord account is a place holder until a new tenant moves in. The account will only be billed for water insurance, sewer insurance, storm water and clean air. Though the water will be left on, water and trash services will not be available. The owner will need to set up a new account in their name and pay a deposit (if applicable) to have all services available for use.
- Due to the nature of the Water and Sewer insurance programs, per the South Bend Municipal Utilities Rules and Regulations, if unpaid for four consecutive months discontinuation of coverage will occur and will not cover damages.
- Unauthorized Usage Fees may be assessed to the Owner if new Tenant Application for Service/Owner Authorization of Service forms are not provided to South Bend Municipal Utilities and usage should occur.
- I swear and affirm under the penalties for perjury that by signing my name to this form below, that I am attesting to the fact that I am the lawful owner of the property/home described in this form. The information that is entered on this form is correct and that I understand that making false statement on this form may constitute the crime of perjury.

Full Signature of Property Owner: _____

Date: _____

Office Use Only:

Account #: _____ - _____

Inside: ____ Outside: ____ Clay: ____

Cycle/Route: _____

Type of Service: ___Sewer ___Water ___Irrigation ___Storm Water

Deposit: \$ _____

Meter Size: _____ Water _____ Irrigation

Service Initiation Fee: \$ _____

Name of CSR: _____

