

**WOOSTER CITY SERVICES
PROPERTY OWNER'S
SERVICE DISCONNECTION REQUEST**

Phone: 330-263-5228

Fax: 330-263-5262

To request service disconnection of a tenant who has a delinquent water bill, complete this agreement, sign, date and deliver to Wooster City Services, 538 N Market Street, Wooster OH 44691.

Tenant Name _____

Service Address _____

In accordance with the City of Wooster Codified Ordinances and Utility Services Specifications and Guidelines, I hereby request the above service address be issued a service disconnection warning. I agree that if all delinquent amounts and fees are not paid within ten days of the warning, the water service will be disconnected. Warning tags will typically be issued within 7 days of form submission.

Once the service disconnection warning is delivered, no payment arrangement, **EVEN WITH OWNER APPROVAL**, will be made regarding this bill. Either the property owner or the tenant may pay the delinquent balance in full to avoid a disconnection. A fee of \$5.00 is added to the delinquent water bill when the shut-off warning is delivered. If service is disconnected a disconnection fee of \$50.00 is added to the delinquent water bill. If inside access is required to disconnect service a \$75.00 disconnection fee is added to the delinquent water bill. All fees and delinquent charges must be paid in full to reconnect service.

By signing this form the property owner/manager will assist Wooster City Services by providing access to the premises if inside disconnection is required. Failure to provide access will result in future billings for this property reverting to the property owner along with all current and past due charges.

I hereby certify that this request for service disconnection is made in accordance with Ohio law, and that I will defend and hold the City of Wooster harmless in the event it becomes a defendant in a civil action based upon my conduct in relation to this request.

*Ohio Revised Code Section 5321.15(A) states: No landlord of residential premises shall initiate any act, including termination of utilities or services, exclusion from the premises, or threat of any unlawful act, against a tenant, or a tenant whose right to possession has terminated, for the purpose of recovering possession of residential premises, other than as provided in Chapters 1923., 5303., and 5321. of the Revised Code.

Owner, Agent, Mgr. Name _____
(Please Print)

Telephone _____ **Date Shut-off Requested** _____

Owner, Agent, Mgr. Signature _____

For office Use Only:

Account Number _____ Amount Due _____

Tag Sent/Delivered _____ Date Due _____

You may copy this blank form to use for future service disconnection warnings or download the form from www.woosteroh.com under the Finance Department link.