

**OWNER/TENANT BILLING AGREEMENT**  
**TO BE COMPLETED BY PROPERTY OWNERS & TENANTS**

**Account balances must be paid and all information must be furnished in order to process this request**

Location Number: \_\_\_\_\_ Service Address: \_\_\_\_\_

Move In Date: \_\_\_\_\_

**TENANT SECTION**

The undersigned agrees that water/sewer bills for the above service address are to be mailed directly to the tenant for payment. The tenant also understands that water/sewer service is granted solely on the basis of personal information submitted as part of this agreement and certifies that all such information is correct.

Tenant Mailing Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone No: \_\_\_\_\_

Email: \_\_\_\_\_

Tenant Name

Signature

Date

**OWNER SECTION**

As the property owner, I understand and agree that tenants of premises, covered by this agreement, are authorized to receive water/sewer bills as agents for me. I further understand and agree that if said undersigned tenant fails to make prompt payment, I am responsible for the payment and will be subject to all applicable penalties, interest, and liens against my property if the payments remain unpaid.

**INITIAL ONE** (If no selection is made, account will default to allow payment arrangements):

\_\_\_\_\_ My tenant is authorized to enter into payment arrangements on past due bills at the discretion of the MCSE

\_\_\_\_\_ My tenant is not authorized to enter into payment arrangements on past due bills and must pay bills on time

Owner's Mailing Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone No: \_\_\_\_\_

Email: \_\_\_\_\_

Property Owner's Name

Signature

Date

**It is the owner's responsibility to ensure that the account is paid current. Owners are encouraged to contact Customer Service at any time for the current status of your account. Customer Service will also calculate "Final Charges" when a tenant vacates. Simply call (330) 723-9585 or email [mcsebilling@medinaco.org](mailto:mcsebilling@medinaco.org).**

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