

***SERVICE TO NON-OWNER OCCUPIED PROPERTY POLICY***

1. Any person(s) at least 18 years old who reside(s) or does business within the service boundaries of the Authority may apply for service with the Authority.
2. Persons desiring water and/or sewer service must apply in person at the business office of the Authority during regular business hours.
3. Each service application must include the following:
  - a) Applicant's name. The following persons must sign the application for water and/or sewer service:
    - Residential: Responsible adult residing in the dwelling or landlord/owner of the dwelling.
    - Commercial/Industrial: Any officer of the corporation or the landlord/owner of the building.
  - b) The social security number and drivers license number of the applicant shall be listed along with their legal name.
  - c) Persons to contact in case of emergency shall be listed along with appropriate addresses and phone numbers.
  - d) All applicants must show proof of property ownership or a rental or lease agreement.
4. Landlords may keep water and/or sewer service in their name and pass the costs of service on to their tenants by including it in the rent or by having the tenant pay the water and/or sewer bill.
5. Failure of Landlord to Pay or Attempt to Use Termination of Authority Service to Evict Tenants
  - a) If the landlord fails to pay water and/or sewer bills on a timely basis or if the landlord requests that water and /or sewer service be disconnected in order to evict the tenant or for other reasons, the Authority will discontinue service in the landlord's name after two business day's notice by either phone or door-hanger notice to the occupants of the building. The Authority does not assist in evicting tenants. The landlord must use appropriate legal means for that purpose;
  - b) In this case, the water and/or sewer service contract is between the Authority and the LANDLORD; however, since the termination of service to a dwelling or building where an unannounced cut-off may cause an undue hardship or endangerment to life or property, the Authority deems it fair and reasonable that two business days notice be given to tenants in the case where landlords terminate service that is held in the landlord's name.
6. Landlords are responsible for charges to properties where the landlord contracts with the Authority as a customer, regardless of who actually used the service.

TUCKASEIGEE WATER & SEWER AUTHORITY

---

7. If the water and/or sewer contract is between the Authority and the TENANT, the landlord is responsible for payment of the bill that is not covered by the account deposit.
8. Upon proper application for service, tenants will receive water and/or sewer service.

**ADOPTION DATE:** August 16, 2005