



Owner Notice Request:

Please be advised that _____ as owner of the property at _____ request a final read on _____.

- The utility account _____ put in the new tenant's name
_____ PHONE: _____
with the bill mailed to the new tenant and a duplicate copy mailed to me, or
- The utility account _____ put back in my name.

I understand that this does not relinquish my responsibility to pay the utility bill, but have agreed to let the tenant do so. In the event the bill is not paid by the tenant, I will be the responsible party to get the bill paid.

Signed this _____ day of _____

LANDLORD SIGNATURE

PHONE

LANDLORD ADDRESS

Kathleen M. Mowrey

UTILITY BILLING MANAGER-----

CITY OF TALLMADGE

TITLE

PLEASE RETURN THIS FORM TO CITY OF TALLMADGE, 46 NORTH AVENUE, TALLMADGE, OH 44278; FAX TO 330-633-8835; OR EMAIL TO: kmowrey@tallmadge-ohio.org.

This form must be received 24-hours prior to the final date to schedule the final read. If received after the requested date, the final read will be scheduled the day it is received or the next day.