



Toledo Public Utilities Landlord Tenant Agent Authority Form

Property Owner Name: _____

Account #: _____

Email Address: _____

Service Address: _____

Mailing Address: _____

Phone Number: _____

Tenant Name: _____

Property Owner Statement:

This Agent Authority shall continue until the earlier of termination by either party contacting DPU, judicial authorization, or as required by law. I understand and agree the tenants at the service address covered by this form are authorized to receive water/sewer bills as agents for me. I understand and agree that this form does not relieve me of property owner liability and I remain responsible for all charges to the above service address, such as unpaid water and sewer charges accrued by tenants.

I understand that I can check the status of the account for this service address at any time at www.toledo.oh.gov/onlinewaterbill. I will continue to receive copies of delinquent/turn off notices regarding the above service address. I also authorize the City of Toledo to offer installment plans to tenants for delinquent bills.

I am providing the required copy of my photo identification to verify this authorization.

Property Owner Name (please print): _____

Property Owner Signature

date

Tenant Statement:

By signing this form, I acknowledge that the utility bill will be provided in care of my name at the service address.

Tenant Name (please print): _____

Tenant Signature

phone number

date

(Continued on reverse)

Property owner may submit form in any of the following ways:

Mail to: Department of Public Utilities
c/o Customer Service
Ohio Building
PO Box 10017
Toledo OH 43699-0017


Email to dpucustomerservice@toledo.oh.gov;

Fax to 419-936-7853;

Drop into the utility box in front of 420 Madison Avenue; *or*

Give to an employee at the Customer Service Walk-In Center, 420 Madison Avenue.

- **Property owners must submit new Landlord Tenant Agent Authority Form with each new tenant.**
- **If either the tenant or landlord terminates the Landlord Tenant Agent Authority Form, billing statements default to the property owner, with delinquency and turn off notices sent to both owner and occupant.**

 ***Property owners remember to include a copy of photo I.D. to verify changes to your account are from you.***