

City of Xenia Utility Billing Division

107 E Main Street
Xenia, OH 45385-3203
Voice (937) 376-7242
Fax (937) 376-8914

Secure Email available on our webpage (www.eXploreXenia.com)

Application for Residential Utility Service in a Tenant's Name

THIS 2 PAGE APPLICATION MUST BE FILLED OUT IN ITS ENTIRETY BY THE PROPERTY OWNER

*******You must be one of the owners of the property to complete this application*******

Page 1 of 2

Service Address: _____

Starting Date for Service: _____ *If the service is currently disconnected, you or your tenant should email Utility Billing (utb@ci.xenia.oh.us) or call 937-376-7242 to schedule an appointment for service reconnection. You or your tenant must be present when the water is reconnected. **Do not submit this application or other confidential information using the utb@ci.xenia.oh.us email – use the SECURE EMAIL link on our webpage instead.***

Tenant Information:

As the owner of the property, I am requesting that the utility services be placed in the name of my tenant
_____ (enter tenant name)

Tenant's previous service address (if within the City of Xenia)

The tenant contact information is:

Phone Number: _____

Email Address: _____

Bills should be mailed to my tenant at the following address (select one):

the utility service address listed above

OR

The mailing address of _____

Select one of the following:

The tenant's Social Security Number is _____

OR

The tenant business' Federal ID is _____

The tenant's Social Security number or Federal ID number will be kept confidential but is required to verify their identity.

Names of all additional adults (18 or older) residing at this address:

*Check box if person
is listed on lease*

*Check box if person
is listed on lease*

_____	_____
_____	_____
_____	_____

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Property Owner Information:

Property Owner Name: _____ (must be one of the owners of the property as listed in the records of the Utility Billing Division or on the Greene County Auditor's website.) If you are not currently listed as the owner of the property with Utility Billing or on the Greene County Auditor's website, you must submit proof of ownership or a property management contract before this application will be processed.

Mailing Address: _____

Phone Number: _____ Email: _____

I understand that I am ultimately responsible for all unpaid utility bills at my property whether the service was provided in my name or a tenant's name. Because of my ultimate responsibility for all unpaid utility bills, I am requesting the following additional services:

I would like to receive a duplicate of any delinquent notice sent to my tenant.

I do not wish to allow any extensions to pay be granted without my permission.

I would like access to this account via my existing online account on the City's website (**enter email address above**). To establish a new online account to view your rental accounts, please complete the "Property Owner Online Access Request Form" available on our website.

By entering the last 4 digits of my Social Security Number or Federal ID Number below in lieu of a signature, I acknowledge that all the information provided in this application is true and that I am providing permission for the tenant listed below to have utility service in his/her name at my property.

I also acknowledge that I have notified the tenant of the non-refundable \$50 new account initiation fee and provided the tenant with a "Billing Overview" or directed them to its location on the City of Xenia website and that I remain ultimately responsible for any unpaid utility charges at this property. Inside the City, residential trash pickup is provided under a contract with Rumpke. Tenants should review the Rumpke trash pickup information in the new resident packet or on our website for information about how the automated trash and recycling pickup works. Each property should have a brown Rumpke trash cart but if there is no trash cart at this location or if your tenant would like a recycling cart, they should call Utility Billing at 937-376-7242 to request a trash or recycling cart. The City of Xenia may be participating in an electrical or natural gas aggregation program. Options on how to opt-out will be available on our website

Select one of the following:

The last 4 digits of my (property owner's) Social Security Number are _____

OR

My (property owner's) Federal ID Number is _____

Your tenant's Social Security Number (or Federal ID Number) and the last 4 digits of your Social Security Number or your Federal ID number are required for us to verify identities and process the application.

****Please contact our office if you do not receive a confirmation of receipt of this form via email or phone within 10 working days.****