



Information for Landlords

- ✚ Tipp City services electric, water, sewer and refuse to all residential dwellings inside the corporation limits of Tipp City. Rural areas may have one or more of Tipp City's services.
- ✚ Your tenant will need to complete paperwork prior to having the utilities placed into their name. The tenant will also be required to pay a deposit of either \$100.00 (gas & electric rental) or \$150.00 (all electric rental) in cash, check or money order. The deposit is held until the tenant moves out and automatically applied to the final bill.
- ✚ All utility bills are due on the 10th. If a bill remains unpaid on the 13th or the first business day thereafter, a "Reminder/Disconnection Notice" will be processed. You, as the owner, will receive a copy of this statement.
- ✚ Tipp City Utilities does disconnect utility service(s) each month for non-payment. Landlords are notified (via a phone call) the next business day if a tenant's utility service(s) remains off.
- ✚ Utility services may be reconnected for a landlord in the event of a disconnection for non-payment at no cost. A representative will be required to meet with Tipp City staff in order to perform the reconnection of service(s).
- ✚ If a tenant is responsible for paying for their own trash fee, you the owner will not be billed for trash in between tenants.
- ✚ According to Ohio Revised Code and Tipp City Ordinances, unpaid water, sewer and refuse charges constitute a lien against the property. If a tenant leaves a final bill unpaid that the deposit does not cover, the City will ask you as the landlord and property owner to pay the unpaid original fees for the water, sewer and refuse. The City will not ask the landlord/property owner to pay any penalties or miscellaneous fees, strictly the original charges for water, sewer and refuse remaining unpaid.
- ✚ When a tenant moves out, the utilities will revert back to your name and you will be billed for water, sewer and electric during the vacancy. Tipp City does not disconnect the electric or water services in between tenants.
- ✚ Remember to file an annual tax return reporting the net profit/loss on your Tipp City rental property with the Tipp City Income Tax Department. A representative can be reached at 937-667-8426 to answer any questions you may have.



Application/Contract for Utility and Refuse Service for the City of Tipp City

Tipp City Utilities 260 S. Garber Tipp City, OH 45371 Phone: 937-667-8424 www.tippcityohio.gov Fax: 937-667-5816

Today's Date _____ Service Start Date _____

Own Rent Landlord

Services Address:		<i>Office Use Only</i> Account Number
Street Number	Street Name	Apt.#
Name: (Last, First, Middle Initial)		Employer:
Co-Applicant Name:		Employer Address:
Mailing Address: (If different from service address)		Employer Phone Number:
Home Phone:		Cell Phone #
Drivers License Number:		Birth Date:
E-mail Address:		E-mail Monthly Utility Bill <input type="checkbox"/> Yes <input type="checkbox"/> No
Landlord's Name		Landlord's Phone Number:

IN CONSIDERATION OF RECEIVING CITY UTILITY/REFUSE SERVICES, YOU, THE SIGNER/S, AGREE TO AND ARE SOLELY RESPONSIBLE FOR THE FOLLOWING:

- For the timely payment of ALL BILLS while the utility service is in your name. This includes electric, water, sewer, and refuse charges, if serviced by Tipp City Municipal Utilities. If these charges are not paid in a timely manner, the City of Tipp City reserves the right to terminate all services.
- Requesting termination of service. Applicant is responsible for contacting the Tipp City Utility Division 24 hours prior to vacating the property. Applicant is responsible for all charges for services provided to the premises until both such notice has been given and the Utility Division has made the final reading.
- That you will abide by all rules and regulations passed by Ordinance and Resolution and/or Adopted Policies for Utility services.
- If you, your spouse, or any member of your current household owes to the City of Tipp City any past due/delinquent bills, you will pay all of these bills IN FULL before any service will be provided at the above service address. Additionally, if after this service is provided by the City of Tipp City, it is found that such past due/delinquent bills do exist, current service may be discontinued, without liability to the City, until payment of the prior bill/s is made in full.
- That you have read, understand and agree to the information listed on the front and back of this form and that you are 18 years of age or older.
- Tipp City Utilities sends copies of all "Payment Reminders/Disconnection Notices" to the property owners as the water, sewer and refuse constitute a lien on the property and ultimately become the property owners responsibility.

Signature _____
Owner/Resident/Tenant

Date ____/____/____

Signature _____
Co-Applicant

Date ____/____/____

FOR OFFICE USE ONLY

Deposit Received: \$ _____ Cash Check# _____

Application is void without official seal.



RE: LANDLORD REGISTRATION QUESTIONNAIRE

Dear Property Owner:

According to city records, you are the owner of one or more properties situated within the corporate limits of Tipp City, Ohio and will be utilizing this property as a basis to produce rental income.

Any rental income received from a property located within the Tipp City corporate limits is subject to the city income tax and a return must be filed annually showing the amount of net profit (or loss) for this activity during the applicable tax year(s). Tipp City income tax returns are due on or before April 15 of each year and filing is required even if no tax is due.

Following is a Rental Property Questionnaire. Please answer all questions on the form and return it to the Utility Billing department with the rest of the utility forms. This questionnaire will be used to set up your Tipp City income tax account.

If you have any questions, please stop by or call the Tax Department between the hours of 8 a.m. and 5 p.m. Monday through Friday.

CITY OF TIPP CITY
INCOME TAX DEPARTMENT



RENTAL PROPERTY QUESTIONNAIRE

PLEASE COMPLETE ALL ITEMS AND RETURN THE QUESTIONNAIRE TO:

**TIPP CITY DEPARTMENT OF TAXATION
260 S. GARBER DRIVE
TIPP CITY, OH 45371-3116**

NAME OF PROPERTY OWNER: _____

ADDRESS OF PROPERTY OWNER: _____

SOCIAL SECURITY NUMBER(S): _____ & _____

FEDERAL ID NUMBER (IF CORP): _____

CONTACT TELEPHONE NUMBER: _____

PROPERTY INFORMATION:

_____ (ADDRESS OF RENTAL PROPERTY)	_____ (DATE ACQUIRED)	_____ (DATE USED AS A RENTAL)
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****DUPLICATE FORM OR USE REVERSE TO LIST ADDITIONAL PROPERTIES****

260 S. Garber Drive • Tipp City, Ohio 45371-3116
(937) 667-8426 • 937-667-5816 (Fax)
www.tippcityohio.gov