



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. Tenants will be given an endorsed copy of their utility application along with a receipt for the deposit should you need to verify that they have signed up for services with Tipp City.
- ✚ 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, it will state "OWNER COPY" on the top of the notice.

PAYMENT REMINDER/DISCONNECT NOTICE

Tipp City Utility Bill
260 S. Garber Drive
Tipp City, OH 45371-3116

ACCOUNT #	DUE DATE
[REDACTED]	12/20/2015
SERVICE ADDRESS	
[REDACTED]	
AMOUNT DUE	
[REDACTED]	
DUE DATE TO AVOID DISCONNECT	
12/24/2015	

OWNER COPY

3232250424751514250500001308A000130683

PLEASE DETACH TOP PORTION AND MAIL WITH PAYMENT MAKE CHECKS PAYABLE TO TIPP CITY UTILITIES DO NOT STAPLE, PAPER CLIP OR WRITE ON THIS REMITTANCE

- ✚ 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. In this case the utilities will be placed back into the property owners name and a final bill processed for the previous tenant. A representative is 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 in full, the City will ask you, 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:			Office Use Only 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:		[REDACTED]	
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: \$ _____	<input type="checkbox"/> Cash <input type="checkbox"/> Check# _____

Application is void without official seal.

UTILITY/REFUSE SERVICE INFORMATION

Billing and Payment for Service

Utility/Refuse bills are mailed on approximately the 25th of each month and due by the 10th of the following month. If payment is not made by the 10th of each month a 10% late fee will be incurred on the current month's unpaid balance. Any utility account with an outstanding balance remaining on the 20th of the month will be processed for disconnection of service. Tipp City Municipal Utilities accepts cash, check, or money order. You may view your utility account on line at www.tippcityohio.gov. Payments may be made at the Utility Office at 260 S. Garber, Tipp City, by mail, by night drop which is located in the lobby of the Government Center, by auto deduction from a checking or savings account, on line at our website or at Monroe Federal located in downtown Tipp City. Forms for auto deduction are available upon request. If you do not receive your Utility/Refuse bill by the 1st of each month, please call the Utility Office at 937-667-8424.

Voluntary Termination of Services

A customer who intends to move from the service premises or discontinue services shall give the City's Utility Department a notice of such intention no later than 24 business hours before moving. The customer shall be liable for all services that may be provided to the service premises until **both** such notice is given and the Utility Department has made the final reading.

Collection of Delinquent Account

If a final bill remains unpaid or arrangements for payment **are not** made to the satisfaction of the City, the account will be turned over to the City Law Director for further action.

Return of Deposit

Upon discontinuation of service, such deposit will be credited to the customer's Final bill. Final bills will show a (credit) for the deposit applied. A bill will be issued for the difference if the final charges are more than the deposit. If the final bill is less than the deposit a refund check will be issued for the difference.

Refuse Information

Waste Management, Inc. is the contract hauler for residential trash removal and recycling services within Tipp City corporation limits. All residential dwellings in Tipp City are required to use Waste Management as their refuse hauler. The billing for refuse will be part of your utility bill. If you have any questions on the billing of refuse or need any additional services (i.e. totes or recycling containers), please contact Tipp City Utilities at 937-667-8424. If you have any questions or problems with service (i.e. what day do they pick up my trash, large item pick up, or they didn't pick up my trash), please contact Waste Management at 1-866-695-3433. If you are in need of the brown lawn bags or need additional low volume trash bags, they are available at the Tipp City Government Center.

Other Information

Telephone Service:	Frontier	1-800-483-4000	
Cable Service:	Time Warner	937-667-8302	1440 Commerce Park Drive, Tipp City, OH 45371
Natural Gas:	Vectren	1-800-227-1376	
Post Office:	Tipp City Post Office	937-667-3012	520 N. Hyatt, Tipp City, OH 45371
Lines marked:	OUPS	1-800-362-2764	Call before you dig so under ground lines can be marked
Register to Vote:	Board of Elections	937-440-3900	Register/where do I vote?
License/Plates:	Bureau of Motor Vehicles	937-335-6225	1275 Experiment Farm Road, Troy, OH 45373
City Website:	www.tippcityohio.gov		
Outage or Water Problem after 5PM		937-667-3112	
Chamber of Commerce		937-667-8300	

Tipp City Staff Directory

City Mgr/Clerk of Council	667-8425	Electric Department	667-0519
Assistance City Manager's Office	667-6305	EMS Department	667-1680
Utilities Director	667-6305	Fire Department	667-3112
City Engineer	667-6305	Parks Department	667-7538
Planning and Zoning	667-6305	Police Department	667-3112
Utility Billing Supervisor	667-8424	Street Department	667-8234
Finance Director	667-8424	Water Department	667-7298
Income Tax Department	667-8426		
City Law Director	222-6667		



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)
_____ (ADDRESS OF RENTAL PROPERTY)	_____ (DATE ACQUIRED)	_____ (DATE USED AS A RENTAL)
_____ (ADDRESS OF RENTAL PROPERTY)	_____ (DATE ACQUIRED)	_____ (DATE USED AS A RENTAL)
_____ (ADDRESS OF RENTAL PROPERTY)	_____ (DATE ACQUIRED)	_____ (DATE USED AS A RENTAL)
_____ (ADDRESS OF RENTAL PROPERTY)	_____ (DATE ACQUIRED)	_____ (DATE USED AS A RENTAL)
_____ (ADDRESS OF RENTAL PROPERTY)	_____ (DATE ACQUIRED)	_____ (DATE USED AS A RENTAL)

****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