



Village of Paw Paw
Utility Responsible Party Form
Water, Sewer, Electric

Section 1 (To be completed by landlord)

Name of Renter

Telephone Number Email Address

Address of Service Paw Paw, MI 49079

Effective date of lease:

Name of Landlord:

Landlord's Signature (or representative) Date Signed

The Landlord is responsible for all utilities until the date the deposit has been made with the Village. The utilities will not be placed in the name of the Tenant until the Village receives the required deposit.

Section 2 (Tenant Instructions)

Return this form to Paw Paw Village Hall, 111 E. Michigan Ave, Paw Paw, MI 49079 (Located next to Strand Theater).

Along with this form, please bring a state approved identification and the appropriate deposit to cover the services for which you are responsible (see Section 3 below).

The tenant will be billed for all utilities until the Village has been instructed to take a "final read" and close out the account at this address. You must contact the Village no less than 48 hours before you wish to close this account.

Section 3 (Required Deposits)

The following deposit fee schedule will apply for all accounts using this form to assign tenant responsibility.

Table with 3 columns: Utility Type, Residential, Commercial. Rows include Electric, Electric Heat, Water, and Sewer.

Important Utility Notice:

The **Due Date** and the **Shut Off Date** for delinquent utilities appears on your billing statement. A separate shut off notice will not be sent. The notice on your utility bill is the only notice you will be sent.

In an effort to contain costs, the Village has adopted the following fee schedule for utility reconnections:

Reconnection Fee Electric - \$75 each occurrence

Reconnection Fee Water/Sewer - \$75 each occurrence.