

**City of Newark - Division of Water and Wastewater
Direct Billing Agreement**

Service Address: _____ Date: _____

- This form must be signed and returned with Deposit and Activation Fee to the Newark Water Office prior to the receipt of water services.

This agreement is subject to City of Newark rules and regulations regarding the provision of water and sewer services by the Division of Water and Wastewater.

Property owner signs here:

I understand and agree that tenants of premises covered by this agreement are to be authorized to receive water/sewer bills as agents for me. I agree to comply with property owner responsibilities as described in the Rules and Regulations of the City of Newark, Division of Water and Wastewater.

I understand that the City of Newark, Division of Water and Wastewater will attempt to notify me by mail with a copy of late notices sent to my address for pending terminated services for the above address due to non-payment. I am appointing the tenant I've indicated below, to act as an agent on my behalf and for the monthly bills for services to my property to be mailed directly to the tenant.

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Tenant's name (please print) (LANDLORD MUST PROVIDE TENANT'S NAME HERE)

Property Owner's name (please print)

Property Owner's Managing Agent (if applicable)

Property Owner's signature/Authorized Agent

Mailing Address

SSN/EIN (Not required if already on file)

E-Mail Address

Hm (____) ____ - ____ Wk(____) ____ - ____ Cell(____) ____ - ____

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Tenant's signature

Tenant's Mailing Address

Tenant's E-Mail Address

Tenant's SSN/EIN

Hm(____) ____ - ____ Cell(____) ____ - ____

The tenant agrees that water/sewer bills for the above service address are to be mailed directly to the tenant for payment. This agreement is subject to City of Newark Rules and Regulations regarding the provision of water and sewer service by the Division of Water and Wastewater. ****NOTE – This form must be submitted within 30 days of property owner initiating this agreement.**

By signing of both parties, we understand that water/sewer service is granted solely on the basis of personal information submitted as part of this agreement and we do certify that all such information is correct. We agree that this application for service, when accepted by the City of Newark, Division of Water and Wastewater, shall form a binding agreement governing the terms of all water and sewer services rendered to us by the City of Newark, Division of Water and Wastewater.