



City of Elyria, Ohio – Public Utilities Office

131 Court Street, Suite 102 | Elyria, OH 44035

Phone: (440) 326-1570 | Fax: (440) 326-1588 | email: utilities@cityofelyria.org

Application for Water/Sewer/Sanitation Service

To receive Utility services, please provide this completed application, proper documentation, and a security deposit to the Elyria Public Utilities Office. Services provided by the City depend on the property location. Please contact the Utilities Office to confirm services provided for your address.

SERVICE ADDRESS: _____
(Street Address) (City, State, & Zip Code)

ACCOUNT HOLDER/APPLICANT NAME: _____

MAILING ADDRESS (*monthly bill will be delivered here*): _____

Preferred Phone: (_____) _____ Driver's License/ID Number: _____

Email: _____

Please select one of the following. **Applications will not be processed without proper documentation.**

- OWNER – copy of Closing Disclosure or Settlement Statement is **required** as proof of ownership; **\$75.00 deposit**
- TENANT – copy of a current lease agreement signed by both parties is **required**; **\$150.00 deposit**
- MANAGEMENT COMPANY/REALTOR – copy of signed management agreement & proof of ownership or realtor listing agreement is **required**; **\$75.00 deposit**

If TENANT, must provide the following Owner information:

Owner/Landlord Name: _____

Mailing Address: _____

Preferred Phone: (_____) _____ Email: _____

<< **Please Initial:** In consideration for receiving utility service from The City of Elyria at the above location, I hereby acknowledge responsibility for payment of service billings. Payment must be made by the indicated due date to prevent interruption of service. I am responsible for utility service until this account is closed.

<< **Please Initial:** I understand that The City of Elyria is not responsible for water damage to this property or its contents. In consideration for having utility service initiated/restored at the above address, I agree to ensure that all water service facilities (sink, tub, faucets inside and outside, toilets, etc.) are turned off. The responsible account holder or designee will be present to check for leakage. **We recommend that you turn off your private shut off valve, if applicable. Once the application is processed, it may take up to 5 business days to restore service.**

<< **Please Initial: Security Deposit Information:** This deposit shall constitute a guarantee that all sums due the City for furnishing utility service are fully paid. The City shall, upon termination of the Utilities account, refund any deposit remaining after deducting all amounts due the City for such services. Furthermore, the deposit shall not preclude the City from discontinuing for non-payment any and all services regardless of the sufficiency of the deposit to cover such indebtedness.

Please note: All utility service will remain active and is the responsibility of the property owner, even during lapses in occupancy with any rental property. Charges will be billed to the property owner. For a listing of complete EPU rules see Chapter 939 of Codified Ordinance or www.cityofelyria.org

Account Holder Signature _____ Date: _____

Property Owner/Agent Signature _____ Date: _____

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