Business Application/Contract for Utility Service
for the City of Tipp City

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

Today's Date _____ **Service Start Date** _____

Services Address: ☐ **Own** ☐ **Rent** _____ _____ _____ **Street Number** **Street Name** **Apt.#**	***Account Number Office Use Only***

Business/Tenant Information		**Property Owner**	
Business Name		Name: (Last, First, Middle Initial)	
Mailing address: (If different from service address)		Mailing address	
Daytime Phone:	Evening Phone:	Daytime Phone:	Evening Phone:
Incorporated Yes ___ No ___	SS# or Fed. ID#:		
Name and Title of Officers and/or Partners			
Business Type:			
Bank Name and Address			
Bank Acct. #	Bank Phone #		

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

1. For the timely payment of ALL BILLS while the utility service is in your name. This includes electric, water and sewer 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.
2. 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.
3. That you will abide by all rules and regulations passed by Ordinance and Resolution and/or Adopted Policies for Utility services.
4. That you have read, understand and agree to the information listed on **front** and **back** of this form.

Signature _____ **Date** _____/_____/_____
Owner/Tenant

Signature _____ **Date** _____/_____/_____
Co-Applicant

For Office Use Only **Deposit Received: $**_____	☐ **Cash** ☐ **Check & Ck. #** _____

UTILITY SERVICE INFORMATION

Billing and Payment for Service

Utility 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 5% to 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. Payments may be made at the Utility Office at 260 S.Garber Dr., PO Box 188, Tipp City, OH 45371 by mail or by night drop which is located in the lobby of the Government Center, by auto deduction from a checking or savings account, or at Monroe Federal located in downtown Tipp City. Forms for auto deduction are available upon request. If you do not receive your Utility 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.

Other Information

Telephone Service:	Verizon	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:	wwwtippcityohio.gov		

Tipp City Staff Directory

City Manager's Office	667-8425	Electric Department	667-0519
Assistant City Manager's Office	667-6305	EMS Department	667-1680
Clerk of Council	669-8477 ext. 3148	Fire Department	667-3112
Utilities Director	667-6305	Parks Department	667-7538
City Engineer	667-6305	Police Department	667-3112
Planning and Zoning	667-6305	Street Department	667-8234
Finance Director	667-8424	Utility Department	667-8424
Utility Billing/Supervisor	667-8424	Water Department	667-7298
Income Tax Department	667-8426		
City Law Director	222-6667		