



Information for Landlords

- Tipp City services electric, water, sewer and refuse to all residential dwellings (no refuse to commercial properties) 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. Prior to Tipp City's Utility Billing department allowing new service to be placed into a tenant/applicants name any and all prior past due balances MUST be paid in full. The residential tenant will be required to pay a deposit of either \$200.00 (gas & electric rental) or \$300.00 (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. Commercial rentals will require a deposit from the tenant of a 2 month average using Tipp City's current utility rates. Should you need to verify that your tenant(s) has signed up for services with Tipp City, please note that the tenant(s) will be given an endorsed copy of their utility application along with a receipt for the deposit.
- 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 # [REDACTED] BILL DATE 12/20/2016

SERVICE ADDRESS [REDACTED]

AMOUNT DUE [REDACTED]

DUE DATE TO AVOID DISCONNECT 12/24/2016
OWNER COPY

323232504249515142505000013046000130463

PLEASE DETACH TOP PORTION AND MAIL WITH PAYMENT MAIL CHECK PAYABLE TO TIPP CITY UTILITIES DO NOT SCALE INK OR CLIP OR WRITE ON THE BOTTOM SHEET

- 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 during normal business hours (7:30 am – 3:00 pm) for a landlord, in the event of disconnection for non-payment for a tenant that has vacated, 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. If you as the property owner pay Tipp City directly for a rental properties refuse services, refuse will be billed year round with no discount during a vacancy.
- According to Ohio Revised Code and Tipp City Ordinances, unpaid water, sewer and refuse charges are the property owner's ultimate responsibility and constitute a lien against the property. If a tenant leaves a final bill unpaid that the deposit does not cover in full, after 3 months of collection efforts by the City and the Law Director, the City will ask you, the landlord and property owner, to pay the unpaid original fees for the outstanding water, sewer and refuse charges. The City will not ask the landlord/property owner to pay any electric, penalties or miscellaneous fees, strictly the original outstanding charges for water, sewer and refuse.
- 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.

UTILITY/REFUSE SERVICE INFORMATION

Billing and Payment for Service

Utility/Refuse bills are mailed around the 25th of each month with payment due 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 25th of the month will be processed for disconnection of service. Tipp City Municipal Utilities accepts cash, check, or money order in the office. You may view your bill or pay via CC online at www.tippcityohio.gov, convenience fees apply. Payments may be made at the Utility Office at 260 S. Garber Dr., 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 or online at our website. Forms for auto deduction are available online. 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 address or discontinue services shall give the City's Utility Billing Department a notice of such intention no later than 1 business day prior to moving. The customer shall be liable for all services provided to the service premises until both such notice is given and the Utility Department has made the final reading.

Collection of Delinquent Account

Application for service must be made at the Utility Billing Office and must be accompanied by a valid government issued photo ID for all applicants/occupants (non-dependents) 18 & over. Tenants must provide a signed copy of the Lease applicable to the dwelling for which service is being provided.

Any application for service using a different name in an attempt to conceal charges at a prior location will be considered as obtaining "service by deceit." This or falsification of any information or ID on this application will result in immediate termination of service, unless otherwise prohibited by law.

If it is determined that you, your spouse, or anyone included on your lease or whom shares ownership/occupancy/control of the service address has an unpaid bill from the City of Tipp City, the unpaid bill must be paid in full to obtain service at the requested address.

The applicant(s) who completed and signed the utility application is the responsible party(s) for payment of the monthly utility bill, except as otherwise provided by law (water, sewer, refuse), regardless as to whether or not this person or entity physically resides at the service address. If more than one individual resides at the service address, all occupants shall sign the application that are of legal age, excluding children claimed as dependents on applicant(s) tax returns living at the same address. The City shall require a deposit from the tenant(s) sufficient to cover the cost of approximately two (2) months of utility usage (water, sewer, garbage, and electric).

If the applicant(s) fails to pay the utility bill, the City will take the following action(s) to collect the electric portion of the utility bill:

1. The applicant(s) will not be able to open a new utility account at a different address that has one or more city utility services (water, sewer, garbage, electric), until the past account is settled.
2. City may turn the applicant(s) over to a collection agency to collect any remaining balance after deducting the deposit for all utilities.
3. The utilities will be terminated until the utility bill is paid in full, if the applicant(s) continues to reside at the service address for which payment is past due. If the applicant has not paid the utility bills in full at the end of two (2) months, all utilities shall be terminated unless otherwise provided by law.
4. The property owner will be responsible for any unpaid utility fees not associated with electric usage should the tenant not pay the water, sewer or refuse fees. The City will notify the property owner if a tenant's account becomes past due and will make every effort to collect such fees from the applicant(s) for a period of three (3) months, after which time the City will require the property owner to pay the utility bill in full excluding electric charges, late fees and any other miscellaneous fee.

Return of Deposit

Upon final discontinuation of service, the deposit collected at the commencement of service 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

All residential dwellings in Tipp City are required to use the City's contracted trash hauler for refuse collection. If you have any questions on the billing of refuse or need additional services (i.e. totes or recycling containers) please contact Tipp City Utilities at (937) 667-8424. If you are in need of the low volume trash bags, they are available at the Tipp City Government Center.

Other Information

Telephone Service:	Verizon	1-800-837-4966	
Cable Service:	Spectrum	1-844-757-2826	1440 Commerce Park Drive, Tipp City, OH 45371
Natural Gas:	Vectren	800-227-1376	
Post Office:	Tipp City Post Office	937-667-3012	520 N. Hyatt, Tipp City, OH 45371
Lines marked:	OUPS	800-362-2764	Call before you dig so underground 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		
Electric Outage or Water Problem after 5PM		1-844-287-9792	



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.

Please feel free to contact the Tipp City Tax Department at 937-667-8426 Monday through Friday from 8:00 a.m. to 5:00 p.m. with any questions.

Sincerely,

Tipp City Income Tax Department

