



200 NORTHERN CONCOURSE
PO BOX 4949
SYRACUSE, NY 13221-4949

Central New York's Water Authority
www.ocwa.org

PHONE: (315) 455-7061
FAX: (315) 455-6578

TO: SOUTH BAY LAWRENCE LLC
225 E TAFT RD
NORTH SYRACUSE NY 13212-3731

RE: Water Service – Rental Property
Residential Account

Account #: 168965
Address: 225 E TAFT RD

We are in receipt of your request to change the billing name on this account. To process your request, both the owner and the renter of the property must fill out the enclosed form.

OCWA records indicate that you are the owner of the above premises and, as owner, the party responsible for the payment of water bills for the above-referenced account. **If the person you assign to receive bills does not pay these bills, you will be billed for and held responsible for any unpaid charges that he/she incurs.**

In order to have the water bills mailed directly to your tenant, please complete the attached form in its entirety. **Also note, you will receive a reference copy of the water bill noted Tenant's bill.**

Upon receipt of the attached information, the person you designate will be set up to receive future water bills for the above-mentioned premises. A service activation fee of \$11.00 will be assessed on the tenant's first bill.

If you have any questions regarding this process, please feel free to contact this office for further explanation at (315) 455-7061 x 3335.

Very truly yours,

ONONDAGA COUNTY WATER AUTHORITY
Tim Wisely
Business Office Manager



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RE: Water Service – Rental Property
Residential Account

Account #: 168965
Address: 225 E TAFT RD

By signing this form, the owner authorizes Onondaga County Water Authority (OCWA) to directly bill the tenant of the above referenced property for water service and both owner and tenant agree to be jointly responsible for payment of water service charges, effective as of the date of occupancy stated.

OCWA will send owner a copy of the water bill for the above referenced account. Be advised this is your tenant's bill and is provided to you as information only. The additional bill will come in the owner's name with the service address listed. It will be marked "Tenant Bill."

PLEASE NOTE: This transaction will only take place if the account has a zero (\$0) balance. A service activation fee of \$11.00 will be assessed on the tenant's first bill.

YOU MUST SUPPLY ALL REQUESTED INFORMATION:

OWNER INFORMATION

*** Please Print***

TENANT INFORMATION

_____	Name (F, MI, L)	_____
_____	Date of Birth	_____
_____	Mailing Address	_____
_____	City, State, Zip	_____
() _____	Phone Number	() _____
_____	Email Address	_____

_____ **DATE OF OCCUPANCY** _____

_____ **READING FROM THE METER** _____

If we are not provided with the Date of Occupancy and/or a Meter Reading the Tenant will be moved into the property using the date we received the Tenant Letter.

OCWA will accommodate OWNERS request upon execution and return of this letter acknowledging billing information and OWNERS continued responsibility for payment in the event of default by TENANT. OCWA retains the right to terminate service for failure to pay by either owner or tenant.

TIM WISELY – OCWA Customer Service Manger

Acknowledged and agreed to this

_____ Day of _____, 2021

_____ Day of _____, 2021

Owner Signature

Tenant Signature

Owner – Please Print

Tenant – Please Print