



**KALKASKA WATER/SEWER DEPT.
TENANT/OWNER LETTER OF UNDERSTANDING**

TENANT – I, the undersigned request to have the monthly water and sewer bill sent to me at _____ from this date forward, until such time that I notify the Village that I have moved from the premises. I agree to pay the bills (due on the 10th of each month) when received. I understand that a late fee will be added to the bill if it is not paid by the due date. I understand that if I fall behind on my bill, a copy will be sent to the owner.

Tenant

Date

Tenant's Phone Number

Date of Birth

Physical Address

Drivers License #

Tenant's Signature

OWNER – I, the undersigned agree to have the water and sewer bill for my property at _____ in the above listed tenant's name. I understand that it remains my responsibility to pay any balance owing for water and sewer availability and usage at this address.

Owner

Date

Owner's Mailing Address

Effective Date:

Owner's Phone Number

Owner's Signature