



## 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 10<sup>th</sup>. If a bill remains unpaid on the 13<sup>th</sup> 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.



- 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 (M-TH 7:30 am – 4:00 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.



---

## New Resident Packet

Welcome to the City of Tipp City. Tipp City services primarily the addresses within the corporation limits of Tipp City and a few rural locations. Tipp City may provide some or all of the following services to your home: electric, water, sewer and trash. **Please call 937-667-8424 to verify the services provided prior to completing the application packet.** Once you have verified that Tipp City's utility services are provided to your home, please provide the following:

- 1) **REQUIRED:** Complete the "Application/Contract for Utility and Refuse Service for the City of Tipp City."
  - **If renting**, provide a signed copy of the lease. The utilities will be put into the same name(s) as the lease.
  - If more than one individual of legal age, not a dependent, resides at the service address they **MUST** be on the utility application and also sign the application.
- 2) **REQUIRED:** A copy of the driver's license or state ID for **ALL** applicants to match the name(s) on the "Application/Contract for Utility and Refuse Service for the City of Tipp City."
- 3) **REQUIRED:** Complete the "Resident Income Tax Questionnaire." Please contact the office if you believe your address is outside the corporation limits of Tipp City.
- 4) **OPTIONAL:** If you would like to have your bill automatically deducted from your bank account (checking or savings) on the 10<sup>th</sup> of each month, please complete the form and return with a voided check or an official notice from the bank with the routing # and account #.
- 5) **REQUIRED IF RESPONSIBLE FOR PAYING FOR TRASH:** Trash service for a residential dwelling is mandatory in Tipp City and currently billed by Tipp City and collected by Republic. Please review the "Service Options" sheet and circle or check the type of service you would like to have (unless your landlord pays for the trash). If no selection is made "Option One" will be automatically assigned to your account. You may change the type of trash service by contacting Tipp City's Utility Billing Department by the 15<sup>th</sup> of the month so the change will take effect the following month.
- 6) **REQUIRED IF RENTING:** A deposit of either \$300.00 for an all-electric dwelling or \$200.00 for a dwelling with both gas and electric is required for all rentals and is not waived for any reason. ***Cash, check or money order*** are the only forms of payment accepted (NO credit or debit). Please remit the appropriate deposit with the completed paperwork.

**Please note if any individual on the application has unpaid Tipp City utility bills, the unpaid bill must be paid in full prior to obtaining new service to the requested address.**

**Homeowners** please submit the completed "REQUIRED" documentation to [ub@tippcity.net](mailto:ub@tippcity.net) (a reply will be sent upon verification of the required documents) or stop by the Government Center M-TH 7:30 a.m. to 5:00 p.m.. **Renters**, with a deposit being required in **cash, check or money order** only, you may stop by the Government Center M-TH 7:30 a.m. to 5:00 p.m. or use the night drop that is accessible 24 hours a day 7 days a week in the entrance to the Government Center, 260 S. Garber Dr., Tipp City, OH 45371.

**All "Required" documentation must be received one business day prior to switching the utilities into the new applicant's name.**

Thank you for your cooperation and welcome to Tipp City.



# Application/Contract for Utility and Refuse Service for the City of Tipp City

Tipp City Utilities | 260 S. Garber Tipp City, OH 45371 | Phone: 937-667-8424 | www.tippcityohio.gov | Fax: 937-667-6734

Today's Date: \_\_\_\_\_ Service Start Date: \_\_\_\_\_

|                                                                                                               |                            |                       |
|---------------------------------------------------------------------------------------------------------------|----------------------------|-----------------------|
| Service Address: <input type="checkbox"/> Own <input type="checkbox"/> Rent <input type="checkbox"/> Landlord | <b>FOR OFFICE USE ONLY</b> |                       |
| Street Number: _____ Street Name: _____ Apt. # _____                                                          | Refuse Rate: _____         | Account Number: _____ |
| <b>FOR OFFICE USE ONLY</b>                                                                                    |                            |                       |
| Name: (Last(include maiden), First, Middle Initial)                                                           | Driver's License #:        | Date of Birth:        |
| Co-Applicant Name:(Last(include maiden), First, Middle Initial)                                               | Driver's License #:        | Date of Birth:        |
| Mailing Address: (If different from service address)                                                          | Cell Phone #:              |                       |
| Mailing Address: (City, State, Zip)                                                                           | Home/Cell/Other Phone #:   |                       |
| Email Address:                                                                                                | Employer Name:             |                       |
| Employer Phone #:                                                                                             | Employer Address:          |                       |
| Landlord's Name:                                                                                              | Landlord's Phone Number:   |                       |

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

1. For the timely payment of ALL BILLS while the utility service is in your name. This includes electric, water, sewer, and refuse 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 Billing Department 1 business day 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 Billing Department 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. If you, your spouse, or any member of your current household owes to the City of Tipp City any past due/delinquent bills, you will pay all of these bills IN FULL before any service will be provided at the above service address. Additionally, if after this service is provided by the City of Tipp City, it is found that such past due/delinquent bill does exist, current service may be discontinued, without liability to the City, until payment of the prior bill is made in full.
5. That you have read, understand and agree to the information listed on the front and back of this form and that you are 18 years of age or older.
6. If your account becomes delinquent, Tipp City Utilities sends copies of all "Payment Reminder/Disconnection Notices" to the property owner as the unpaid water, sewer and refuse charges constitute a lien on the property and ultimately become the property owner's responsibility.

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Owner/ Tenant/Landlord

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Co-Applicant

|                                                                                           |                                              |           |
|-------------------------------------------------------------------------------------------|----------------------------------------------|-----------|
| <b>FOR OFFICE USE ONLY</b>                                                                | <b>FOR OFFICE USE ONLY</b>                   | Initials: |
| Deposit Received: \$ _____ <input type="checkbox"/> Cash <input type="checkbox"/> Check#: | <input type="checkbox"/> Lease Copy Received |           |

Application is void without official seal.

# UTILITY/REFUSE SERVICE INFORMATION

## Submitted to Billing and Payment for Service

Application for service must be submitted to 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.

Utility/Refuse bills should be received by the 1st of each month with payment due the 10th of that 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 \*CC, cash, check, or money order in the office. You may view your bill or pay via \*CC online at [www.tippcityohio.gov](http://www.tippcityohio.gov). Payments may be made at the Utility Office at 260 S. Garber Dr., Tipp City, by mail, by 24 hr. night drop which is located inside the front set of doors into the Government Center, by auto deduction from a checking or savings account or \*online at our website. You may also make a \*payment by phone, call (937) 658-9110. Forms for auto deduction (free, no fee) 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.

\*Convenience Fees Apply

## 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 processed the final bill.

## Collection of Delinquent Account

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 unpaid charges on 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. toters or recycling containers) please contact Tipp City Utilities at (937) 667-8424.

## Other Information

|                                                             |                                                                |                       |                                                        |
|-------------------------------------------------------------|----------------------------------------------------------------|-----------------------|--------------------------------------------------------|
| Natural Gas:                                                | CPE                                                            | 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          |                                                        |
| City Website:                                               | <a href="http://www.tippcityohio.gov">www.tippcityohio.gov</a> |                       |                                                        |
| <b>Electric Outage or Water Problem After Office Hours:</b> |                                                                | <b>1-844-287-9792</b> |                                                        |



## **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 Thursday from 7:00 a.m. to 6:00 p.m. with any questions.

Sincerely,

Tipp City Income Tax Department



## RENTAL PROPERTY QUESTIONNAIRE

**Tipp City Tax Department  
260 S. Garber Dr.  
Tipp City, OH 45371-3116**

Name of property owner:

\_\_\_\_\_

Address of property owner:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Social Security number(s):

\_\_\_\_\_ & \_\_\_\_\_

Federal ID number (if Corp):

\_\_\_\_\_

Contact telephone number:

\_\_\_\_\_

Property information:

|                                       |                          |                                  |
|---------------------------------------|--------------------------|----------------------------------|
| _____<br>(Address of rental property) | _____<br>(Date acquired) | _____<br>(Date used as a rental) |
| _____<br>(Address of rental property) | _____<br>(Date acquired) | _____<br>(Date used as a rental) |
| _____<br>(Address of rental property) | _____<br>(Date acquired) | _____<br>(Date used as a rental) |
| _____<br>(Address of rental property) | _____<br>(Date acquired) | _____<br>(Date used as a rental) |
| _____<br>(Address of rental property) | _____<br>(Date acquired) | _____<br>(Date used as a rental) |
| _____<br>(Address of rental property) | _____<br>(Date acquired) | _____<br>(Date used as a rental) |

**\*\*Duplicate form or use reverse to list additional properties\*\***

**260 S. Garber Drive • Tipp City, Ohio 45371-3116  
(937) 667-8426 • (937) 667-6734 (Fax)  
[www.tippcityohio.gov](http://www.tippcityohio.gov)**



# Tipp City

## Residential Service Guide

877.535.0573  
RepublicServices.com



Sustainability in Action

### Service Options

| PROGRAM                                  | TRASH                                                                                                                                                     | RECYCLING                                                                    | RATE                 |
|------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|----------------------|
| <b>OPTION ONE:</b><br>Standard service   | 96-gallon cart<br><i>*Includes up to 6 bags or bundles of yard waste.<br/>(Additional carts are available for \$5.00/mo.)</i>                             | 96-gallon or 35-gallon cart<br><i>*Choose the size that fits your needs.</i> | <b>\$28.70/month</b> |
| <b>OPTION TWO:</b><br>Low-volume service | 35-gallon cart<br><i>*Cart contents only.<br/>Includes up to 6 bags or bundles of yard waste.<br/>(Bag tags available for extra volume at \$3.00/ea.)</i> | 96-gallon or 35-gallon cart<br><i>*Choose the size that fits your needs.</i> | <b>\$25.19/month</b> |

### How do I change service?

If you want to keep your service the same, you do not need to do anything.

If you wish to update your service selection, please call **937.667.8424** or email **ub@tippcity.net** by the 15th of the month in order to change service for the following month. If you email, please watch for an email reply from Tipp City to confirm changes to your service. If your confirmation is not received within three business days, please call the billing department.

To schedule collection for a bulk item or to report a missed pickup, call Republic Services at **877 • 535 • 0573**.

### Container Options



**OPTION 1**  
96-gallon trash cart



**OPTION 2**  
35-gallon trash cart

OR



**INCLUDED**  
96-gallon recycling cart



**INCLUDED**  
35-gallon recycling cart



# Curbside Recycling

All items should be empty, clean and dry and placed in carts loose.



## Republic Services accepts the following items in its curbside and community drop-box recycling programs:

### Cardboard & Paper

Cardboard should fit inside cart.

### Glass Bottles & Jars

Any color. Reattach lid.

### Plastic Bottles, Jugs & Tubs

Reattach lid. Yogurt and fruit cups OK.

### Metal Cans

Non-hazardous, non-flammable material only.

### Cartons

No "foam" egg or ice cream cartons. Remove caps and straws.



**Please keep these items out of the recycling cart or bin(s). They can be dangerous to Republic Services employees, damage equipment and disrupt the recycling program.**



**No Plastic Bags**



**No Tangles, like Hoses, Chains, Cords, Wires or Hangers**



**No Clothes or Bed Sheets**



**No Needles**



**No Batteries**



**No Pool Chemical Containers**

# Recycling & Trash Service Reminders



## Republic Services Guidelines

- Please place all trash in bags or trash carts.
- Carts may not weigh more than 60 lbs. each.
- Please don't place recyclables or trash at the curb in boxes. All boxes should be broken down and bundled. Drums, barrels, yard and household containers aren't acceptable trash containers and will be assumed trash. Republic Services will not replace these containers.
- Place recycling and trash out the evening before your service day.

## Yard Waste

Yard Waste is not a separate collection. It is collected with your trash on your trash day. Special yard waste bags or containers are not required. Up to six bags or bundles can be set out each week. Brush must be bagged or bundled and not exceed 4 ft. in length or width.

## Large Items

For items weighing more than 60 lbs. or too large to place in a trash cart (furniture, appliances, televisions, grills, etc.), contact Republic Services at **877.535.0573** at least 24 business hours before your regularly scheduled collection day for large item disposal options. Additional fees may apply.

- Bulk materials including drywall, concrete, bricks, dirt or rocks are not acceptable.
- Mattresses, box springs and upholstered furniture must be wrapped and sealed in plastic prior to collection.
- Propane tanks must be removed from gas grills and disassembled if heavier than 60 lbs.

## Christmas Tree Removal

Republic Services will retrieve Christmas trees during the first two full weeks of January with your regular trash collection.

## Prohibited Items & Special Materials

- According to federal law, Republic Services is not permitted to accept batteries, tires, liquids, combustible materials, items that contain CFC or any item identified as hazardous or flammable.
- Construction materials including drywall, concrete, bricks, dirt and rocks should not be placed in residential recycling or trash. Contact Republic Services for a construction container for removal.
- Medical sharps and needles should be placed in a hard plastic container with a lid secured with duct tape. The container should be clearly labeled "SHARPS" with permanent marker and placed in trash cart.
- Latex paint is accepted; however, it must be completely dry or solidified prior to disposal. Lids should be left off of paint can so driver can confirm paint meets criteria.

## Holiday Schedule

When your trash day falls on or after the date of the actual holiday, and the holiday falls Monday-Friday for the special holidays listed below, your trash collection will be one day late. The trash schedule is not affected when the actual date of the holiday falls on a Saturday or Sunday. Please remember the actual holiday must fall Monday-Friday, not the observed holiday, for the collection schedule to be delayed.

Observed holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

Service will occur as scheduled on all other holidays.