

**Village of Maple Rapids
118 W Adelaide St
Maple Rapids, MI 48853
Phone: 989-682-9227
Fax: 989-682-4411**

RE: Utility Form

This form is for the request of Utility usage within the Village of Maple Rapids ("Village"). Using this form the Property Owner is asking the "Village" to turn on a certain Utility or asking the "Village" to turn off a certain Utility. It is the responsibility of the Property Owner to notify the Village for either request. The Village of Maple Rapids will not perform the request until a signature from the Property Owner and/or any outstanding bills are paid to date. **Renters of the property within the Village cannot make any of these requests.** Property Owner also needs to be aware that it is the Property Owner's responsibility to pay any outstanding bills if left unpaid after renter leaves. **Water will not be turned on without property owner present.** Exception to this is if the property owner specifies (below in Additional Information) that they accept responsibility.

Property Address: _____

Property Owners Name: _____

Property Owners Address: _____ Box # _____

Property Owners Phone Number: _____

Property Owner Signature: _____

Date of Request: _____ **Date of birth** _____

FOR RENTAL PROPERTIES:

Who will be paying utility bills -- Renter _____ Property Owner _____

Renter's Name: _____

Renter's Address: _____ Box # _____

Renter's Phone: _____

**PLEASE NOTIFY VILLAGE OF ANY RENTAL CHANGES
WHEN BILL IS BEING PAID BY RENTER.**

**(NOTE: EVEN IF RENTER PAYS THE UTILITY BILLS, IN CASE WHERE RENTER
LEAVES AND THERE ARE OUTSTANDING BILLS IT WILL BE THE RESPONSIBILITY
OF THE PROPERTY OWNER TO PAY OFF ALL BILLS DUE BEFORE UTILITIES
WILL BE TURNED ON AGAIN IF SHUT OFF.)**

Water – Turned On: _____ Turned Off: _____

Homeowner Present: _____

Trash – Turned On: _____ Turned Off: _____

Department Public Works Employee: _____

Date Work Completed: _____

Meter Reading: _____

Additional Information:

Village of Maple Rapids