



CITY OF RENSSELAER

RENSSELAER, INDIANA

PROPERTY OWNER QUESTIONNAIRE

OWNER INFORMATION							
Name:							
Address:							
SSN:		ID #:			DOB:		
Phone #:				Alternate #:			
Email Address:							
BILLING INFORMATION							
Mailing Address:							
Paperless Billing: (Please circle) Yes or No				Tax exempt: (requires ST-200) Yes or No			
Keep services on upon vacancy: (requires a <i>waiver or deposits on file</i>) Yes or No							
PROPERTY MANAGER							
Name:							
Phone #:				Alternate #:			
RENTAL PROPERTY ADDRESSES							
Service Address:		Account Type		Services			
1)	Residential	Commercial	Elect	Sec light	Gas	Water	Sewage
2)	Residential	Commercial	Elect	Sec light	Gas	Water	Sewage
3)	Residential	Commercial	Elect	Sec light	Gas	Water	Sewage
4)	Residential	Commercial	Elect	Sec light	Gas	Water	Sewage
5)	Residential	Commercial	Elect	Sec light	Gas	Water	Sewage
6)	Residential	Commercial	Elect	Sec light	Gas	Water	Sewage
7)	Residential	Commercial	Elect	Sec light	Gas	Water	Sewage
8)	Residential	Commercial	Elect	Sec light	Gas	Water	Sewage
ACCOUNT SECURITY							
Password:				Hint:			
Authorized Users have permission to obtain information pertaining to billing & payment history and work order information. *Only the applicant may make changes to the services or close the account.							
1)		Phone #:					
2)		Phone #:					
3)		Phone #:					
4)		Phone #:					
ADDITIONAL INFORMATION							
PLEASE READ AND INTIAL EACH OF THE FOLLOWING STATEMENTS:							
<p>Per City of Rensselaer Ordinance: if applicant is unable to provide a letter of credit from current utility provider indicating 12 months of good payment history with no disconnects to receive a deposit waiver; then applicant consents to have a credit risk assessment report ran through Online Utility Exchange. The information obtained is used to verify identification and determine the required meter deposit(s). This inquiry does not _____ adversely affect your credit file.</p>							

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<p>Meter deposits will be refunded to applicant in the form of a bill credit, after twelve (12) consecutive months of zero (0) late payments, applied to the utility account on the thirteenth (13) month or applied to the final invoice once the services are no longer required. Any remaining deposit funds will be refunded in the form of a check.</p>			
<p>Delinquent deposit: If no deposit is on file due to previous waiver or refund and account is disconnected twice within six (6) months due to delinquency; then a delinquent deposit of \$75.00 per meter will be required prior to reconnection of services.</p>			
<p>Each active utility account is charged an environmental fee. The fee is shown on your monthly bill.</p>			
<p>The City of Rensselaer is authorized to communicate important information to property owner, manager and listed authorized users, through telephone calls, text messages and email.</p>			
<p>The City will notify you in writing when a tenant vacates the property. If you have opted to keep the services on upon vacancy; then the meters will be read into your name. If you are required to have deposits on file and choose not to or have opted not to keep the services on upon vacancy; then all services will be disconnected.</p>			
<p>*The City maintains no liability for any property damage caused by disconnection of services due to lack of deposits or tenant's delinquency.</p>			
<p>*Per IC Code 36-9-23-31 the City may file a sewer lien on all outstanding sewage balances.</p>			
<p>If an account in your name becomes delinquent and require collection efforts, this information may be shared with Online Utility Exchange. Furthermore, if legal action is necessary to collect amounts due under the account, the undersigned consents to the jurisdiction of the Jasper County Indiana courts.</p>			
<p>I have read the above information and duly attest that the above responses are true. I understand that misrepresentation or omission of any facts or information called for on this application is subject to any and all City of Rensselaer Codes and/or ordinance(s). I understand that if such information is found to be false (fraudulent), the City will be bound to resolve this matter in accordance to its policies, codes, and/or ordinances, which may include any necessary fees or fines.</p>			
Owner Signature:			Date
For Office Use Only:			
Letter of Credit Provided:	Yes	No	Utility Company:
Credit Report #:		Clerk Initials:	
Deposits Required: (Circle One)	Waived	Standard	High Risk
Clerk initials and date completed			
Scanned:	CUBIC:	Laserfiche:	GIS:

This institution is an equal opportunity provider and employer.