



## **Gwinnett County Water Billing Owner Allocation Agreement/Application**

### **Property Owner Information:**

Name

Phone Number

Mailing Address

Email Address

### **Management Company Information (if applicable):**

Name

Phone Number

Billing Address

Contact Person

Email Address

### **Service Address Information:**

Service Addresses Covered Under this Agreement (please attach additional pages, if necessary)

**The Gwinnett County Department of Water Resources is pleased to offer a program to landlords who wish to have service automatically transferred to their names once their tenant has discontinued water service. By signing below, the applicant agrees to the following terms:**

- The applicant is authorized to enter this agreement with the Gwinnett County Department of Water Resources.
- Upon a disconnection request from the tenant or a forced move-out situation, the meter will be read and a final bill issued. At this time, the service will be activated into the landlord's name, beginning with the final read. No lock will be placed on the meter; however the meter will be turned off to prevent high bills as a result of misuse or leaks at the property.
- The landlord may have any or all properties he/she is responsible for set-up under this agreement; however, should one account become past due, this agreement is deactivated on all account for a period of at least 12 months. The landlord will be notified by mail if this agreement is deactivated and will need to reapply to be considered for reactivation.
- It is the landlord's responsibility to notify the Gwinnett County Department of Water Resources of any ownership/property management changes to any of the properties included in this agreement. These changes should be directed to [www.dwrcare@gwinnettcountry.com](mailto:www.dwrcare@gwinnettcountry.com)
- It is the landlord's responsibility to ensure that tenants have requested service to begin and end in their name at the appropriate time.
- There will be no activation fee when service transfers to the landlord's name between tenants, but there will be an activation fee for each tenant when service is established in their name; this fee will reflect on their first bill.
- Gwinnett County has the right to cancel this agreement at any time.

Signature

Date

Printed Name

Completed form can be faxed to 678.376.6838 or emailed to [DWRCare@gwinnettcountry.com](mailto:DWRCare@gwinnettcountry.com).

For Internal Use Only:

Date Application Received

Date Application Processed

Representative Processing Request

Business Partner Number