



## Toledo Public Utilities Landlord Tenant Agent Authority Form

Property Owner Name: \_\_\_\_\_

Account #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Service Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Tenant Name: \_\_\_\_\_

**Property Owner Statement:**

This Agent Authority shall continue until the earlier of termination by either party contacting DPU, judicial authorization, or as required by law. I understand and agree the tenants at the service address covered by this form are authorized to receive water/sewer bills as agents for me. I understand and agree that this form does not relieve me of property owner liability and I remain responsible for all charges to the above service address, such as unpaid water and sewer charges accrued by tenants.

I understand that I can check the status of the account for this service address at any time at [www.toledo.oh.gov/onlinewaterbill](http://www.toledo.oh.gov/onlinewaterbill). I will continue to receive copies of delinquent/turn off notices regarding the above service address. I also authorize the City of Toledo to offer installment plans to tenants for delinquent bills.

☐ I am providing the required copy of my photo identification to verify this authorization.

Property Owner Name (print): \_\_\_\_\_

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Date

**Tenant Statement:**

By signing this form, I acknowledge that the utility bill will be provided in care of my name at the service address.

Tenant Name (print): \_\_\_\_\_

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Tenant Signature

Phone Number

Date

**Property owner may submit form in any of the following ways:**

Mail to: Department of Public Utilities  
c/o Customer Service  
Ohio Building  
PO Box 10017  
Toledo OH 43699-0017

Email to [dpucustomerservice@toledo.oh.gov](mailto:dpucustomerservice@toledo.oh.gov);

Fax to 419-936-7853

- **Property owners must submit new Landlord Tenant Agent Agreement with each new tenant.**
- **If either the tenant or landlord terminates the Landlord Tenant Agent Authority form, billing statements default to the property owner. Delinquency and shut off notices will be sent to both the owner and occupant.**

 ***Property owners must submit a copy of their photo I.D. to verify requested changes.***