

VILLAGE OF MCCONNELSVILLE
9 W. MAIN ST
MCCONNELSVILLE, OHIO 43756
PH: 740-962-3163
FAX: 740-962-6127

VACANCY FORM

Per Ordinance No. 13-04:

It shall be the property owner, landlord; or manager of a multiple unit property to notify the Utility Billing Officer, in writing, as to the number of occupied or unoccupied units. Once the unit becomes occupied, the owner, landlord; or manager shall immediately notify the Utility Billing Officer and the water and/or sewer bill shall be recalculated as set forth above. Billing revisions shall be effective at the beginning of the next billing cycle after the date of notification and not retroactive to the date of vacancy.

The Utility Billing Officer will need the following information:

Owner, landlord; or manager: _____

Account Number: _____

Number of Units: _____ Number of Units Vacant: _____

Service Address: _____

Date of Vacancy: _____

Date of Occupancy: _____

Owner, landlord or manager

Date

Utility Billing Clerk

Receiving Date