



## Owner Notice Request:

Please be advised that \_\_\_\_\_ as owner of the property at \_\_\_\_\_ request a final read on \_\_\_\_\_.

- The utility account \_\_\_\_\_ put in the new tenant's name

\_\_\_\_\_ PHONE: \_\_\_\_\_

with the bill mailed to the new tenant and a duplicate copy mailed to me, or

- The utility account \_\_\_\_\_ put back in my name.

I understand that this does not relinquish my responsibility to pay the utility bill, but have agreed to let the tenant do so. In the event the bill is not paid by the tenant, I will be the responsible party to get the bill paid.

Signed this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
LANDLORD SIGNATURE

\_\_\_\_\_  
PHONE

\_\_\_\_\_  
LANDLORD ADDRESS

*Kathleen M. Murray*

\_\_\_\_\_  
UTILITY BILLING MANAGER-----

\_\_\_\_\_  
CITY OF TALLMADGE

\_\_\_\_\_  
TITLE

**This form must be received 24-hours prior to the final date to schedule the final read. If received after the requested date, the final read will be scheduled the day it is received or the next day.**