

WATER – SEWER BILLING NAME CHANGE POLICY
FOR THE VILLAGE OF NASHVILLE
Approved 2-23-2006

This policies purpose is to set the requirements for changing an owners name on the water - sewer billing of the Village of Nashville. The village's intent is to prevent any mistakes or unauthorized transfers of billings to persons not responsible for a property.

When an owner sells or buys a property located in the Village of Nashville that is served by water and/or sewer a name change to this billing is required. The Village requires that all of the following requirements must take place before this change will be made.

1. The current owner must notify the village office, **IN WRITING**, when they will no longer be responsible for the water-sewer bill for the property. (A form is available in the office for this purpose)
2. The current owner must provide the name, phone number and/or address of the new owner or have the new owner contact the village office in person before the change can be made.
3. The new owner must provide identification, mailing address, and agree with the date of change that was provided by the previous owner.
4. The total current and past due bill must be paid in full by the current owner before a change of owners can be completed. This will include all usage up to the date of sale, any base rates due for the current months bill and any past due amount. (The break-down of payment responsibilities for water-sewer bills for properties that have been sold is as follows)
 - a. Whoever owns the property on the fifteenth (15th) of the month is responsible for the base rates due for that month.
 - b. The current owner is responsible for all metered water usage up to the date of sale.

WATER – SEWER BILLING NAME CHANGE REQUEST
VILLAGE OF NASHVILLE MICHIGAN

Property Address: _____

PREVIOUS/CURRENT OWNER INFORMATION

Current Owners Name: _____

Mailing address: _____
(if different than property address please include PO Box number)

Phone/contact number(s): _____

Date of sale: _____ Owner's Signature _____

NEW OWNER INFORMATION

New Owner: _____

Mailing address: _____
(please include PO Box number)

Phone/contact number(s): _____

Proposed use of property:

Residential ___ Business ___ Rental Unit(s) ___ How many Rental Units ____

I agree with the date of sale listed above
by the previous owner and agree that I am
responsible for the water/sewer bill as of this date.

I don't agree with the date of sale listed
above by the previous owner.
I purchased the property on _____
and agree that I am responsible for the
water/sewer bill as of this date.

Signature of new owner

(For office use only)

Approval made by phone not in person ____
Person authorizing change _____
Date received _____
Date change made _____
Received by _____