



VILLAGE of WESTCHESTER

Utility Account Holder Application

Service Address: _____
Westchester, IL 60154

A deposit fee will be required for all new water billing accounts. For an owner-occupied property, this deposit fee will be \$100. If the owner signs up for automatic debit payment, this deposit fee will be waived. For a tenant occupied property, the deposit fee is \$200. The deposit fee will be reduced to \$100 if the tenant signs up for automatic debit payment. Any deposit held by the Village will be applied to the final bill. If there are additional deposit funds remaining after being applied to the final bill, the remaining amount will be remitted to the account holder. In cases where a tenant fails to pay their final utility bill and the Village is unable to collect, the **landlord** is responsible for any outstanding charges.

If you will be setting up automatic debit, please fill out the attached form on the last page for the Direct Debit Program.

Section 1 - Property Owner Information (Required):

The Village may request a copy of the recorded property deed

Property Owner: _____

Address: _____

Phone Number: _____ Email: _____

Will the property be owner occupied, making the owner the account holder? Yes _____ No _____
If yes, please skip to Section 6. If no, please complete the rest of the application.

Section 2 - Tenant Information:

A copy of the Lease/Rental Agreement must be submitted with application

Name: _____

Phone Number: _____ Email: _____

Effective Term Dates of Lease/Rental Agreement: _____

Sections 3-5 on the next page may NOT be completed by a tenant. In order to process your application, please include all necessary supporting documentation. The Property Owner section must be completed.

Section 3 - Property Management Company (if applicable):

A Letter of Authorization or Listing Agreement must be submitted with application

Name: _____

Mailing Address: _____

Phone Number: _____ Email: _____

☐ This is the billing address for the account

Section 4 - Rental Property Account Holder:

All rental properties must have an account holder from one of the sections above.

Account Holder Name (From Sections Above): _____

Signature

Printed Name

Date

Section 5-Management Company Authorization:

I, the authorized agent of the **PROPERTY MANAGEMENT COMPANY** of the property located at _____ in Westchester, IL, hereby testify that by signing this document I am authorized to make changes to the utility account for the above listed property. I further affirm that I represent the owner of the above stated property and am acting on their behalf.

Signature

Printed Name

Date

Section 6 - Property Owner Guarantee:

I, the **LEGAL OWNER** of the property located at _____ in Westchester, IL, hereby acknowledge that all charges and payments for the Utility Bill for the above stated service address, are my responsibility. I agree that any lease agreement or other contract between myself and a third party (or lessee) does not relieve me of any responsibility toward requirements set forth in the Village's ordinances and code. In the event the above service address becomes a rental property, I acknowledge that I will contact the Village to complete a rental property registration and update the utility account accordingly. I acknowledge that any arrangements to send billing to a third party, if requested, are solely extended as a courtesy.

Signature

Printed Name



Direct Debit Program

In order to ensure you are not late in paying your utility bill, the Village of Westchester has enabled a Direct Debit Program for our residents and businesses for the payment of utility bills. This program utilizes electronic funds transfer to provide you with a timely, accurate, and convenient method to pay for water, sewer and rubbish services.

With automated payment, you can eliminate the hassle of mail delays and late payments. Direct Debit offers you:

- Assurance of timely payments
- Convenient payment method
- Simple and easy sign-up

Instructions: Complete the sections below and attach an unsigned and voided check from this account to assist in verifying data. We will accept confirmation of bank account number and routing number on banking mobile apps, if said banking app produces said information.

Name: _____

Address: _____

Phone Number: _____ Email: _____

Utility Account Number: _____

Bank Name: _____

Bank Acct. Number: _____ Bank Routing Number: _____

I authorize the Village of Westchester to initiate debit entries to my checking account indicated above and the financial institution named above to debit the same such account.

I further authorize the Village of Westchester to initiate credits to my account to correct any errors, and for the above bank to initiate any such corrections to my account. This authority is to remain in full force and effect until I give written notification to the Village of Westchester of my termination of the Direct Debit Program.

Signature

Printed Name

Date

Paperless-Electronic Billing!

Attention residents of Westchester, go paperless and have your utility bill emailed to you! All we need is a valid email address to attach to your utility account. Please fill out the form below and return back to the Village Hall. You can drop it off in person, mail the form to 10300 W. Roosevelt Rd. Westchester, IL 60154, or leave it in the payments drop box. Please note that if you sign up for electronic billing, you will not receive a paper copy any longer.



VILLAGE OF WESTCHESTER ELECTRONIC BILLING

NAME: _____

ADDRESS: _____

PHONE NUMBER: _____

ACCOUNT NUMBER: _____

EMAIL ADDRESS: _____

OPT IN FOR INFORMATION EBLAST: **YES** OR **NO** (PLEASE CIRCLE ONE)