

Alternate Billing Agreement

Sheridan Water Supply Corporation
5725 Ave. D
P.O. Box 206
Sheridan, TX. 77475
sheridanwater@gmail.com
(979)-234-7422

SWSC -Office Use Only	
Account No.	
Route No.	
Sequence No.	
Last Read Date	
Last Meter Reading	
Rate Code	

Date: _____

Renters Information		
First Name:		Last Name:
Billing Address (PO Box #):		
City:	State:	Zip:
Email:		Phone:
Date to Start Service:		End of Service:

Landlords Information			
First Name:		Last Name:	
Service Address:			
City:	State:	Zip:	
Email:		Phone:	
Type	<input type="checkbox"/> Water	<input type="checkbox"/> Wastewater	<input type="checkbox"/> Both
Class:	<input type="checkbox"/> Residential	<input type="checkbox"/> Commercial	<input type="checkbox"/> Multi-Family
Household Size (Sq ft):	_____	Acreage: _____	

Does the Water Bill get mailed to the Renters: Yes or No?

1. _____ (Landlord Initials) I hereby authorize Sheridan Water Supply Corporation to send all billings on my account to the Renter listed above.
2. _____ (Landlord Initials) I understand that if I request my membership to be canceled at this location, thereby discontinuing service to an occupied rental property, the Corporation will provide the above listed person with written notice of disconnection five days prior to the disconnection date.
3. _____ (Landlord Initials) I understand that I am responsible to see that this account balance is kept current, as is any other account in the Corporation. This account shall not be reinstated until all debt on the account has been retired.

4. _____ (Initials of Landlord & Renter) All balances, including fees, must be paid in full before disconnection date of each month or the water will be turned off and the meter will be locked.
5. _____ (Landlord Initials) Membership Fees are paid in full at the start of the service by the Landlord, not the renter. When a renter moves out the Membership fee is not returned. Membership Fee is only returned if the property gets sold, or gifted to a new owner. Renters are not required to put down a deposit with Sheridan Water Supply Corporation.
6. _____ (Initials of Landlord & Renter) Landlord and/or renter shall notify Sheridan Water Supply Corporation of when the renter is moving from the property within 7 business days of disconnection date. If Sheridan Water Supply Corporation is not notified, charges to the account will continue until we are notified. We will not back date any bills.

Signature & Date When Departing Rental Agreement:

This verifies the renter is no longer living at the property and the remaining bill, to the service address listed above will be mailed to, for full payment:

Copied from Sheridan Water Supply Corporation Tarriff and By-Laws:

SECTION E: SERVICE RULES AND REGULATIONS

7. Owners and Renters. Any Sheridan Water Supply Corporation Member renting or leasing property to other parties is responsible for all charges due the Corporation in the event a renter or lessee leaves the Corporation with any unpaid bills. The Corporation will bill the renter or lessee for water service as a second party, but the Member is fully responsible for any and all unpaid bills left by the renter/lessee. The owner shall be required to sign an Alternate Billing Agreement. The Member shall take responsibility for any necessary deposits from the renter/lessee to ensure payment of a past due bill. The Corporation may notify the Member of the renter's past due payment status subject to service charges.

You may request an electronic copy of the Tarriff and By-Laws at any time. Please email your request to sheridanwater@gmail.com.

I, _____, Member of the Sheridan Water Supply Corporation,
Account # _____ give my permission to _____ (Tenant), to receive the water bill. I, _____ (Landlord) am aware that all water charges, late fees, and reconnection fees that are not paid by the Tenant, that remain on this account, are my responsibility to be paid in full.

Signature (Renter)

Date _____

Signature (Member-Landlord)

Date _____