



VILLAGE OF GLENCOE

FORMS & APPLICATIONS

675 Village Court, Glencoe, Illinois 60022
p: (847) 835-4111 | info@villageofglencoe.org | Follow Us: @VGlencoe

Last Updated: February 14, 2017

www.villageofglencoe.org

Utility Account Access Certification Form

This is a fillable PDF form. You may complete the form electronically and e-mail a saved copy to info@villageofglencoe.org or print and mail, fax or deliver the form to the department listed at the end of this form.

Section A: General Information

Date: _____ Service Address: _____

Owner Name: _____ Cell Phone: _____

Co-Owner Name: _____ Cell Phone: _____

Home Address: _____
(Street) (City) (State) (Zip code)

Home Phone Number: _____ Owner E-mail: _____

Owner Driver's License Number: _____ Personal Identification Number (Pin): _____

Section B: Individuals with Access to Account

Please provide the information below for each individual that is allowed access to the utility billing account for the above service address. *Full rights* allows individual to add and close services on account. *View-only* allows an individual to see billing, account history and payments but they cannot make changes to the account or change contact information).

Individual #1:

Association to Property:

Renter Property Manager Realtor Other

Account Access Authorization:

Full rights View-only

Individual #1 Name: _____

Other Address: _____

Home Phone: _____ Cell Phone: _____

Driver's License Number: _____ E-mail: _____

Individual #2 (if needed):

Association to Property:

Renter Property Manager Realtor Other

Account Access Authorization:

Full rights View-only

Individual #2 Name: _____

Other Address: _____

Home Phone: _____ Cell Phone: _____

Driver's License Number: _____ E-mail: _____

Section C: Payment Responsibility Statement

It is important to note that, under Section 36-23(2) of the Village Code, the owner occupant of the premises served by the water account is responsible for payment of that account even if that owner or occupant did not incur the charges for water service. Section 36-23(2) of the Village Code states that:

Any person, firm, corporation, or entity owning or occupying the premises shall be responsible for all fees, charges, rates, penalties, fines, obligations, and liabilities relating to such account, whether such person, firm, corporation, or entity originally opened such account or assumed such account upon the transfer of property ownership or occupancy and irrespective of the water usage by such person, firm, corporation, or entity; provided, however, that any person, firm, corporation, or entity who is a transferee of premises for which an account exists shall be relieved of any obligations and liabilities with respect to such account if such person, firm, corporation, or entity obtains a certified receipt of final payment from the Village relating to such account.

If a water account remains unpaid for more than 60 days after issuance of a water bill, Section 36-27 of the Village Code requires that "the water supply shall be shut off from the building, structure or premises involved and not turned on until the unpaid bills for water consumed and charges for shutting off and turning on such supply of water are paid by the consumer, as provided in Section 36-16." Section 36-16 and Section 36-23 (2) of the Village Code provides that the owner or occupant in possession of the premises must pay the outstanding accounts on the water account even if they did not incur the charges. Section 36-16 states that unpaid amounts "shall be paid by the person owning, occupying or in possession, charge or control of such building, structure or premises at the time it is desired to have the water turned on or supplied thereto, irrespective of whether such person shall have been the one guilty of violating the provisions of such section." Therefore, under Sections 36-23(2) and 36-16 of the Village Code, any new owner or occupant of any premises is subject to the existing water account for those premises - and is responsible for any fees, charges, rates, penalties, fines, obligations and liabilities on that water account - unless a final water bill for the existing water account for the premises is requested and paid before the new owner or occupant can establish a new water account for such premises. Otherwise, even if the new owner or occupant did not incur those charges, they will be presumed to have assumed the existing water account.

Section D: Acknowledgement and Signature

By signing this form, you are certifying that you are the owner of record for this property and have read and understand the Village's Payment Responsibility Policy.

Signature: _____ Date: _____

Please e-mail, mail, fax or deliver this form with any supporting material to:

Finance Department
Village of Glencoe
675 Village Court
Glencoe, Illinois 60022

Phone: (847) 835-4113 | Fax: (847) 835-9880 | E-mail: info@villageofglencoe.org