

Letter of Responsibility

Revised 11/05/10

To West Side Water Department:

I, _____, am no longer responsible for the water/sanitary sewer utility bills at _____, Lansing, MI 48917 as of _____.

I hereby authorize that the Lansing Township West Side Water Department require a meter service deposit of \$200 or twice the quarterly service average (whichever is the greater) to be used as a refundable deposit. **I agree to notify the new tenants at the above mentioned service address of this requirement. I agree to inform West Side Water that I will be requiring the tenant to pay the \$200 deposit. I understand that the water service will be disconnected upon the owners request or kept in the owners name at the above mentioned service address until the deposit is paid.**

If I decide to void this request, I agree to notify the water department in writing and understand that the Lansing Township West Side Water Department will take no action in restoring water service until such notification is received. Such notification will take place Monday – Friday, 8:30 a.m. - 4:00 p.m. Any action requested after these specified days and times will be subject to any and all applicable after hours fees.

I understand that a new letter of responsibility along with the signed portion of the lease, (if a lease is not available then an agreement statement signed by both parties), will need to be filed with **each new service account** listed for this address if the same action is desired. **I agree to notify the Lansing Township West Side Water Department when this tenant vacates the above mentioned service address.**

Owner's Signature

Today's Date

Tenant's Printed Name

Tenant's Signature