



DOVER WATER COMMISSION

100 PRINCETON AVENUE
MAILING ADDRESS: 37 N. SUSSEX ST
DOVER, NEW JERSEY 07801
Telephone: (973) 366-2200 EXT. 2126

Robert Kinsey - Superintendent

Andrew V. Du Jack - President

OWNER TO TENANT FORM INSTRUCTIONS

Please fill in the requested information on the attached form.

A FINAL READING prior to the TENANT moving out and/or TENANT moving in must be schedule in advance.

Please call 973-366-2200 ext. 2126 to schedule an appointment for a FINAL READING. Although, the "bill to responsibility" is being transferred to the Tenant, the Property Owner is still responsible for payment if the Tenant defaults.

Additionally, a \$21.00 new account fee will be charged on the Tenant's first water/sewer bill

PLEASE NOTE: YOU MUST MAKE AN APPLICATION WITH THE HOUSING DEPT FOR A CERTIFICATE OF OCCUPANCY



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**WATER AND/OR SEWER BILL TRANSFER REQUEST
OWNER TO TENANT**

Account # _____

Address: _____

I, _____ request that all water and/or sewer bills incurred at _____ to be paid by _____ who is/are the TENANT/TENANTS and me. I also understand that in the event the above TENANT/TENANTS default on the water and/or sewer bill, I will be responsible for the complete payment and penalties if applicable.

Signature of Tenant

Phone: _____

Email: _____

Date: _____

Signature of Owner

Phone: _____

Email: _____

Date: _____

RETURN THIS COMPLETED FORM TO THE TOWN OF DOVER WATER DEPARTMENT
