

**VILLAGE OF GOODFIELD
114 S. EUREKA STREET
GOODFIELD, IL 61742
309-965-2517**

**LANDLORDS RESPONSIBILITIES
REGARDING WATER, SEWER & GARBAGE SERVICE**

- 1.) Notify Treasurer when tenants are moving in or out to obtain meter readings and billing. Twenty four hour advance notice is required for scheduling.

- 2.) Advise Treasurer of date water is to be turned on or off.

- 3.) Receive notices regarding tenants service, including shut off notices etc.
Receive billing for water, sewer and garbage when tenant has any unpaid bills or any billing after the final meter reading prior to a new tenant.

Note: Water will not be turned back on until all previous tenant bills are paid in full by the tenant or the landlord.

- 4.) Provide tenant information, if needed.

TENANT REQUIREMENTS

- 1.) Notify Landlord of start or stop dates for billing purposes. Landlord will then notify Village Treasurer.

- 2.) Fill out application for water service and pay appropriate security deposit in advance of water being turned on.

Note: Security deposit shall be held by the Village of Goodfield as security for The payment of water used by the applicant and may be so applied when any Default is made in payment of a water bill. Security deposit may be refunded after a twelve (12) month period at the sole discretion of the Village Board, which shall review the payment history of the applicant during the twelve (12) month period.

- 3.) Payment of water bills.

NOTE: ALL NOTIFICATIONS REQUIRE A TWENTY FOUR HOUR ADVANCE NOTICE FOR SCHEDULING.