

BOROUGH OF LEWISTOWN

Refuse and Sewer Billing and Collection Office

Office Hours : Monday thru Friday 8:30 a.m to 4:30 p.m.

Lewistown Municipal Building 2 East Third Street Lewistown, PA 17044 717-248-1331

**REQUEST TO THE BOROUGH OF LEWISTOWN THAT REFUSE COLLECTION BILLS
AND / OR SEWER RENT BILLS BE RENDERED BY THE BOROUGH TO
THE TENANT RATHER THAN TO THE OWNER**

PART I

Date of Request: _____

A. With respect to the Premises having the property address of, or identified as,

and owned and occupied respectively by

Name(s) of Owner(s) of Premises

Name(s) of Tenant(s) of Premises

Mailing address of Owner(s)

Mailing address of Tenant(s) if different address

We, the Owner(s) and the Tenant(s) of the Premises, hereby request that

(Check Applicable Blocks)

Refuse Collection Bills for the refuse collection service to the Premises; and/or

Sewer Collection Bills for the sewer service to the Premises, be rendered by the
Borough of Lewistown to the Tenant(s), as opposed to the Owner(s).

B. The Owner(s) understand that if this Request is approved by the Borough for the service(s) referred to in Paragraph A to be rendered to Tenant(s), then, under the provisions of the Borough's "Refuse Collection Ordinance" and/or the provisions of the Borough's "Sewer Rent and Service Charge Ordinance" as the case may be,

- (1) any default, deficiency or delinquency in the payment of a bill by the Tenant(s) must be promptly paid to the Borough by the Owner(s); and
- (2) the Owner(s) remain ultimately liable for the payment of all bills rendered by the Borough for service(s) to the Premises.

C. If this Request is approved by the Borough, the Tenant(s) agree to pay the bills for the service(s) referred to in Paragraph A as the bills are rendered by the Borough.

D. If this Request is approved by the Borough, the Owner(s) and the Tenant(s) agree that they will notify the Borough as to:

- (1) the date on which the Tenant(s) or any one of them, if more than one Tenant, vacated the Premises or, intend to vacate the Premises; and
- (2) the new mailing address of the Tenant(s) vacating or intending to vacate the Premises.

E. The Owner(s) and the Tenant(s) understand and agree that:

- (1) the Borough is under no obligation to approve this Request.
- (2) if this request is approved by the Borough, bills rendered by the Borough to the Tenant(s) are rendered only as a matter of accommodation to the Owner(s) and the Tenant(s); and the Borough assumes no responsibility or liability in connection with the matter.
- (3) if this Request is approved by the Borough, the Borough may terminate its rendering of Bills to the Tenant(s) if the Borough determines that it is administratively inconvenient for it to continue rendering bills to the Tenant(s).

The undersigned verify that the information and statements contained in this request are true and correct. The undersigned understand that false statements herein are made subject to the penalties of 18 Pa. C.S. & 4904, relating to unsworn falsification to authorities.

ALL OWNER (S) AND TENANT (S) MUST SIGN.

Signature(s) of Owner(s)

Signature(s) of Tenant(s)

X _____

X _____

Instructional Note: If this request is signed by an agent, attorney-in-fact, or the like for the Owner(s), the agent, attorney-in-fact, or the like must so indicate that fact in signing above for the Owner(s); must print or type the information required by Paragraph F below; and must sign the verification in Paragraph F.

F. Name of agent, attorney-in-fact, or the like _____

Mailing Address

Specific capacity in which acting for the Owner(s)

Telephone Number

If this Request is approved by the Borough, all notices of any default, deficiency or delinquency in the payment of a bill by the Tenant(s), and all notices of any action by the Borough to terminate the services(s) referred to in Paragraph A, are to be sent by the Borough

(Check Applicable Blocks)

to the Owner(s) named in Paragraph A; and/or
 to the person named in this Paragraph F.

Subject to the penalties of 18 Pa. C.S. & 4904, relating to unsworn falsification to authorities, I hereby verify to the Borough of Lewistown that I am legally authorized by the Owner (s) to act on behalf of the Owner(s) with respect to the matters in this request and to sign this request on behalf to the Owner(s).

Signature of agent, attorney-in-fact or the like

PART II FOR OFFICE USE

This request is hereby approved and bills for the service(s) referred to in Paragraph A of Part I will be rendered by the Borough to the Tenant(s).

This request is disapproved.

Borough of Lewistown
Office of the Borough Manager

Date: _____

By: _____