

* Indicates a mandatory entry.

BUTLER COUNTY WATER AND SEWER Move In/Out Form

Please download this form and open it with [Adobe Reader](#) for full functionality.

ATTENTION Landlords and Tenants

The Non-Owner Customer portion of this form must be completed and signed by the tenant and the deeded property owner before BCWS will update the account information.

Find important information on our [website](#).

Problems emailing from the form? Please print the form and email the form to: bcws@bcchio.us or fax the form to or fax to: (513)785-5799

*Full Name

*Effective Date:

* Date of Birth

*Phone Number

*Email

Select One:

Street Address

APT/Suite

City

*Zip Code

Mailing address if different than service address:

Street Address

Apt/Suite

City

State

Zip code

If BCWS receives conflicting effective dates the effective date on the last form submitted will be used as the read out date. No billing adjustments will be made due to incorrect date submissions.

Additional Information

Landlords, Tenants, and Non-Customer Owners

Non-Owner Customer

Your signature is required if the property owner agrees to direct billing of BCWS services and you agree to receive and pay the water and sewer bill.

Tenant Signature: _____

Date: _____

Deeded Property Owner

As the property owner of the above service address, I understand that I am liable for any and all outstanding and unpaid water and/or sewer charges and that the unpaid balance will be certified to the service location property taxes.

I am aware that BCWS does not require or collect a service deposit.

I understand that if there is a change in account responsibility, I as the owner, will be made the primary bill to customer until a new Move In/Out Form is submitted to BCWS.

Owner's Signature:

Date:

Owner's Account Number:

Used to confirm Identity