



Canton City Utilities
306 2nd ST SE
Canton OH 44702
330.649.8100
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cantonutilities@cantonohio.gov

New Service Check List

With each new property that is purchased or changes ownership, please submit the following either in person at our office, by US mail, or via our email cantonutilities@cantonohio.gov. If submitting multiple service contracts by email, it is necessary to send one (1) service contract per email. All of the documents listed below can be downloaded from our website at cantonutilities.com

****PLEASE SUBMIT FORMS IN PDF****

1. **Water Service Contract**, Page 1 needs to be initialed by the owner and completed in full and page 2 needs to be signed by owner (including printed name and date – no digital signatures accepted), which needs to either be notarized, or include a copy of owner's photo ID. If closing took place in the past 7 days, please include Page 1 of the Settlement Statement or Closing Disclosure. If sending multiple contracts/paperwork via email, please send paperwork for one property at a time. (One address/account per pdf.)

2. **Proof of Affiliation**. If the property is in the name of an LLC, LTD, Trust, corporation, etc., it is necessary to provide proof of affiliation, which shows the signatory as the owner or an authorized agent of the entity.

3. **Agent Affidavit and Owner Affidavit**. Even though a property owner may choose to hire a property manager, the owner is ultimately responsible for the bill. Therefore, we need an affidavit from the owner saying that it is ok for you to handle the account (that's the Owner Affidavit), and we need an affidavit from you saying that you are taking on the responsibility of paying the bills and you are the contact for this account (that's the Agent Affidavit). If there is a Management Agreement that was formed between you and the owner and signed by both parties and either notarized or copy of photo id included, we can accept that instead of the affidavits.

4. **Master Billing**. If a property owner wants residential or commercial tenants to receive a copy of the utility bill, a Master Billing Affidavit signed by the property owner or his authorized agent is required. In essence, the affidavit states that Canton City Utilities will send a bill to the service address to accommodate the owner, but the owner remains responsible for the payment of any/all bills. With Master Billing, a copy of the invoice is sent to the property owner for personal recordkeeping.

If you have any questions regarding new service, please call 330.649.8100, For more information you can visit our website at cantonutilities.com