

To Sign-Up for Service

Every Fairborn residence must have water, sewer, and sanitation (trash removal and street sweeping) services. Residents must contract with the City for these services within one week of taking possession of a property (closing date, if buying the property, or move-in date if rental or land contract), unless these services are provided by the property owner.

All persons opening an account must show a picture ID issued by a government agency such as a Drivers License or military ID and one of the following:

Copy of Settlement Statement (received at closing)

Copy of Land Contract

Copy of Lease

Deed

If the person opening an account does not own the property, or if it is being purchased on land contract, a refundable deposit of \$75 is required within 7 days of opening an account.

The utility account must be in the name of the person legally responsible for the property. You cannot sign up for service if you or anyone listed on the lease, contract, deed, or settlement statement has an unpaid bill from a prior address. Outstanding bills must be paid before water service will be connected at another address.

Once an account is opened, any changes to the account holder's information may require documentation.

Deposit Policy

A deposit of \$75 is required for non-property owners (including land contract). The deposit is held in a non-interest bearing account until it is applied to your final water bill at that address. This deposit is not transferable (if you move, you will need to pay a new \$75 deposit for the new address).

If you establish an account with our office as a non-property owner and subsequently purchase the property, be sure to let us know. When you provide a copy of your Settlement Statement or deed, we will change your account status and apply your deposit to your account.

Deposit Waiver

A property owner may request the City to waive the Deposit requirement for their tenant by signing a Waiver of Deposit form. The form must be notarized.

To Stop Service/Final Bill

Property owners and/or tenants are responsible for the utility bill until they have cancelled the service and taken it out of their name. If an owner/tenant fails to give notice to terminate service, they will be held responsible for all utility bills until the service has been terminated.

To stop utility service, call the Utility Billing Office at least 1 business day before moving to schedule a final reading. (Note: Final meter readings will NOT be scheduled on weekends or holidays.) The last bill will indicate "Final Billing". Any deposits paid on the account will be applied to the final bill. If the amount of the deposit exceeds the final bill, the difference will be refunded by check approximately 6 weeks after the final bill date.