

TOWN OF DOVER

Water Department

37 N Sussex St
Dover, NJ 07801
Telephone: (973) 366-2200 ext. 1151
dgarces@dover.nj.us



Service Building
100 Princeton Ave.
Dover, NJ 07801
Telephone: 973-366-2200 ext. 2125
fmaenza@dover.nj.us

OWNER TO TENANT FORM INSTRUCTIONS

Please fill in the requested information on the attached form.

A **FINAL READING** must be scheduled prior to the TENANT moving out and/or TENANT moving in.
Please call 973-366-2200 ext. 1151 to schedule an appointment for a **FINAL READING**.

Although, the “bill to responsibility” is being transferred to the Tenant, the Property Owner is still responsible for payment if the Tenant defaults.

Additionally, a \$21.00 new account fee will be charged on the Tenant’s first water/sewer bill

**PLEASE NOTE:
YOU MUST MAKE AN APPLICATION WITH THE HOUSING DEPT FOR A CERTIFICATE OF
OCCUPANCY**

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WATER AND/OR SEWER BILL TRANSFER REQUEST OWNER TO TENANT

Account# _____

Address: _____

I, _____ request that all water and/or sewer bills incurred at
_____ be paid by _____ who is/are the

TENANT/TENANTS. All water and/or sewer bill be sent to that same address, as agreed between the above
TENANT/TENANTS and me, I also understand that in the event the above TENANT/TENANTS default on the
water and/or sewer bill, I will be responsible for the complete payment and penalties if applicable.

Signature of Tenant

Phone: _____

Date: _____

Signature of Owner

Phone: _____

Date: _____

RETURN THIS COMPLETED FORM TO THE TOWN OF DOVER WATER DEPARTMENT