

RESOLUTION NO. 2016 - 7

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE HAMMOND WATER WORKS DEPARTMENT ESTABLISHING A POLICY DETERMINING ULTIMATE RESPONSIBILITY FOR WATER SERVICE CHARGES BILLED BY THE DEPARTMENT

WHEREAS, the Board of Directors of the Hammond Water Works Department, as part of its rule making authority, desires to establish a policy regarding the ultimate responsibility for paying for water service charges billed by the Hammond Water Works Department; and

WHEREAS, heretofore, charges for water service provided to rental property and other property occupied by a person other than the property owner could be billed to, and be the sole responsibility of, the tenant or occupant. The Board of Directors of the Hammond Water Works Department desires to establish a policy making the property owner primarily and ultimately responsible for those charges.

NOW THEREFORE, BE IT RESOLVED by the Board of Directors of the Hammond Water Works Department that the following policy be established:

As of October 13, 2016, the responsibility and liability for the cost of new water service provided to customers within the city of Hammond shall belong solely to the property owner of record. Consequently, only such property owners or their agents, including property managers, will be allowed to request or enter into a contract for water service with the Hammond Water Works Department. New water service is defined as any request or contract for water service, including transfers of water service, made or entered into on or after October 13, 2016. (All affected property owners should be aware that Title 170, Article 15 of the Indiana Administrative Code allows for landlords to sub-bill for water or sewage disposal service. "Sub-bill" is defined as a landlord's request of payment from a tenant for the distribution of water or sewage disposal service, which service is provided to the landlord by a public utility or municipally owned utility.)

Any and all water service requests, contracts or agreements made prior to October 13, 2016, will not be affected by this new policy.

Furthermore, effective immediately, the policy of the Hammond Water Works Department will be that the property owner wishing to establish or transfer water service will need to present himself/herself to the Hammond Water Works Department main office located at 6505 Columbia Avenue, Hammond, Indiana, with the following information:

- Valid photo ID of the property owner and agent if applicable
- Proof of ownership of the property by the property owner
- A current mailing address for billing purposes

and shall sign a contract for water service and pay the required deposit. The water rate and the amount of the deposit will follow the current schedule. The current schedule is available at the Hammond Water Works Department.

In the event that an agent is wishing to establish or transfer water service on behalf of a property owner, then the agent must present himself/herself to the Hammond Water Works Department main office located at 6505 Columbia Avenue, Hammond, Indiana, with the following information:

- Valid photo ID of the agent
- Proof of ownership of property by the property owner
- Proof of the agency relationship between the property owner and the agent that clearly authorizes the agent to enter into the contract on behalf of the property owner
- A current mailing address for billing purposes

and shall sign a contract for water service on behalf of the property owner and pay the required deposit.

In the event that a property owner is unable to come to the Hammond Water Works Department due to extenuating circumstances (such as, but not limited to, residing in an area which does not allow for easy travel to the Department or illness), the Department may accept a clear photocopy of a valid photo ID and proof of ownership that is mailed to the office. Due to the sensitive nature of the documents, the Hammond Water Works Department suggests the use of registered mail or delivery/signature confirmation. Since distortions may be caused by the use of facsimile (fax) machines, faxed copies of documentation will not be accepted.

THIS RESOLUTION is adopted by unanimous vote of the members present of the Hammond Water Works Department Board of Directors this 12th day of October, 2016.

BOARD OF DIRECTORS OF THE
HAMMOND WATER WORKS DEPARTMENT,
CITY OF HAMMOND, INDIANA

BY: 
SHARON M. DANIELS, PRESIDENT

ATTEST:


PAUL WALKER, SECRETARY