



City of Oakwood

Department of Finance

Utility Billing

Leased or rented property rules and guidelines

1. As per ordinance if a property owner enter into an agreement to lease or rent the property to another person or organization the property owner shall:
 - a. Sign a utility account service agreement with the City. This agreement shall state that the property owner guarantees payment of the utility bill if the tenant fails or refuses to pay.
 - b. Have the tenant contact the City to register for services.
2. The property owner shall notify the utility billing office when the occupancy of the rental unit changes, this insures the utility bill is sent to the appropriate party.
3. The property owner should provide the utility department with a valid mailing address, telephone number and email address. If they utility a property management company we should have that information on file as well.
4. The property owner can request to receive a copy of the monthly utility bill, this can assist them in determining if the tenant is paying the bill each month.
5. The property owner can utilize the customer portal to see outstanding charges due on a tenant's account.
6. Utility bills are mailed monthly. The bill clearly states both current and past due charges on an account.
7. Utility bills that are 30 days overdue are subject to a 10% penalty. Additionally there is interest charged on all unpaid balances at the rate of 1.5% per month.
8. One time a year utility charges that are 45 days past due are certified to the County auditor for collection as a real estate tax lien. Any utility charge can be certified, provided that the charges are 45 days past due and a written notice of the certification has been mailed at least 30 days prior to the certification.