VIENNA TOWNSHIP

3400 W. VIENNA RD.
CLIO, MI 48420

Water and Sewer Department 810-686-7676 – FAX 810-564-7079
smasters@viennatwp.com

This form is to help in answering your questions when you are closing on a property. In making this request you are stating that the owner of the property or account has authorized you to obtain this information. Please help us help you by requesting your information in a timely manner, keeping in mind that we will complete these forms on **WITHIN 3 BUSINESS DAYS AND NOT OVER THE PHONE**.

NOTE: WATER IS BASED ON CONSUMPTION AND YOU MUST CALL FOR A FINAL BILLING TO GET THE CORRECT PAYOFF AMOUNT. THE WATER METER SHOULD BE READ ON THE DAY OF THE TRANSFER OF OWNERSHIP TO BE ACCURATE. WE REQUIRE 5 DAYS NOTICE BEFORE THE CLOSING TO SCHEDULE FINAL METER READING. IN CASE OF ERROR, VIENNA TWP. WILL BE HELD HARMLESS FROM ANY LEGAL MATTERS INVOLVING THIS STATEMENT

ATTENTION!!!

A FEE OF $5.00 WILL BE PLACED ON THE ACCOUNT FOR EACH FULFILLED REQUEST

REQUESTOR: Please fill in the information in the box below and fax or email as listed above.

REQUESTED BY: _____ RETURN FAX: _____
(Company Name & Contact)

PHONE: _____

PROPERTY ADDRESS: _____

IMPORTANT!!!!!!!

At the time of sale, all parcels or property which are served by a public sewer must be inspected by the township compliance officer. The fee for the inspection is $50. Please call (810) 686-7676 to schedule the inspection.

Requestor's Initials _____

SEWER/WATER INFORMATION

SEWER & WATER ☐ SEWER ONLY ☐ WATER ONLY ☐ WELL/SEPTIC ☐

CURRENT BILL PAYS THRU: _____

CURRENT BILL PAID? Y ☐ N ☐ (IF NO) BALANCE: $ _____

MONTHLY CHARGE FOR SEWER ONLY IS: $ 31.00

***On August 15 any balance 90 days or more overdue will be removed from the account and placed on the Winter Tax bill as a delinquent special assessment**

$ _____