

**MULTI-UNIT MASTER METERED PROPERTY WATER/SEWER
LOW INCOME DISCOUNT PROGRAM APPLICATION**

PROPERTY OWNER: _____
Last First Middle

SERVICE ADDRESS: _____
Number Street/Road

_____ City State Zip Code

TELEPHONE: () _____

ACCOUNT NUMBER (from water/sewer bill): _____

TOTAL NUMBER OF UNITS: _____

PROPERTY OWNER MUST TRANSMIT THE FULL BENEFIT OF THE DISCOUNT TO THE RESIDENTS.

ELIGIBILITY REQUIREMENTS

To be eligible for the multi-unit master metered properties low income discount program, at least one of the following eligibility criteria must be met:

1. **Property receives subsidized housing benefits** (please check all that apply). **Documentation must be provided.**
- | | |
|--|--|
| <input type="checkbox"/> HUD Section 8 | <input type="checkbox"/> HUD Section 811 |
| <input type="checkbox"/> HUD Section 8 "Housing Choice" vouchers | <input type="checkbox"/> Public Housing |
| <input type="checkbox"/> HUD Section 202 | <input type="checkbox"/> LIHTC (Low Income Housing Tax Credit) |
| <input type="checkbox"/> HUD Section 236 | <input type="checkbox"/> Other (explain): |

OR

2. **80% of units meet the income levels of 150% (or less) of the current Federal Poverty Level with their household income or are currently enrolled in a qualifying low income program** such as food stamp benefits, Ohio Medicaid, Low Income Energy Assistance, Home Energy Assistance, Public Housing Benefits, or Ohio Works First. **Documentation must be provided for each unit.**

REQUIRED DOCUMENT SUBMISSION

All applicants must submit the following:

- Copy of a standard tenant lease (must be copy of an actual signed lease with one of the tenants leasing a unit at the property)
- Roster of current tenant names and addresses for each unit the tenant is leasing

Property owners who bill tenants for water/sewer services must submit the following:

- Copy of a current water/sewer bill that is billed to a tenant, along with copy of tenant's payment for bill
- If water/sewer billing is handled by a third party, please attach copy of current contract with the third party

Property owners who pay the water/sewer services and do not direct bill tenants for those services, must submit the following:

- Documentation of the formula used for transmitting the full benefit of the discount to the tenants.

General Information:

- A. Customer will receive a 20% discount on water and sewer commodity charges (actual usage)
- B. Discount will not include:
 - 1) Meter reading fees
 - 2) Late charges, interest or other associated charges
- C. Eligibility must be established annually:
 - 1) Customer must sign a new application on or before the date of the previous year's application to maintain eligibility
- D. If customer becomes ineligible for the discount:
 - 1) Customer will notify Customer Service as soon as possible, but no later than 30 days of the customer's ineligibility
- E. Falsifying information/failing to notify eligible status change may include:
 - 1) Termination of water services
 - 2) Recovery of past discounts
 - 3) Civil and/or criminal sanctions

Current 150% federal poverty level income levels can be found on the department's website at:

<https://www.columbus.gov/utilities/customers/Utility-Discount-Programs/>

For questions on eligibility, please contact Customer Service at 614-645-8276 or UtilityLeadRep@columbus.gov.

Submit completed application with required documentation by:

- Email to: UtilityLeadRep@columbus.gov

OR

- Mail to: (documents submitted with this application will **not** be returned):

**Columbus Department of Public Utilities
Customer Service
910 Dublin Road
Columbus OH 43215**

The information associated with this application has been examined by me, and is, to the best of my knowledge and belief, true, correct and complete.

Property Owner's Signature: _____

Date: _____

Prepared by signature (if different from applicant): _____