

**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 bill): \_\_\_\_\_

TOTAL NUMBER OF UNITS: \_\_\_\_\_

**PROPERTY OWNER MUST TRANSMIT THE FULL BENEFIT OF THE DISCOUNT TO THE RESIDENTS THROUGH THE RESIDENT'S UTILITY BILLING FROM THE PROPERTY OWNER.**

To be eligible for the multi-unit master metered properties low income discount program, property owner must bill tenants for water/sewer services (i.e., lease states tenant pays for water/sewer services) and:

**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 be currently enrolled in a qualifying low income program such as food stamp benefits, Ohio Medicaid, Home Energy Assistance, or Ohio Works First. Documentation must be provided for each unit.**

**And enclose documents listed below:**

- **Copy of 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 address of unit each tenant is leasing**
- **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**

**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](mailto:UtilityLeadRep@columbus.gov).

**Mail application and copies of documentation 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*): \_\_\_\_\_