

VIENNA TOWNSHIP

3400 W. VIENNA RD.

CLIO, MI 48420

TAX AND SEWER PHONE 810-686-7580 - FAX 810-686-0820

BUILDING AND ASSESSING PHONE 810-686-7676 - FAX 810-686-8856

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 WEDNESDAYS ONLY, AND NOT OVER THE PHONE.

ATTENTION!!!

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

THANK YOU FOR YOUR COOPERATION!

REQUESTED BY: _____

(Company Name & Contact)

RETURN FAX: _____

PHONE: _____

PROPERTY ADDRESS: _____

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: \$ 28.00 _____

SEWER TAP PAID? Y N PAYOFF THRU _____ FOR \$ _____

WATER TAP PAID? Y N PAYOFF THRU _____ FOR \$ _____

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 10 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