



CITY & COUNTY OF BUTTE-SILVER BOW

Department of Public Works  
WATER UTILITY DIVISION  
P.O. Box 667 Butte, Montana 59703-0667

**OWNERS:  
PLEASE  
COMPLETE  
THIS FORM  
BEFORE  
RETURNING.**

NOTICE OF OCCUPANCY

DATE: \_\_\_\_\_

PREMISE NUMBER: \_\_\_\_\_

*Written notice is hereby given* instructing the Water Division to collect water charges from \_\_\_\_\_ (TENANT)

as of \_\_\_\_\_ (DATE) \* for the property at

\_\_\_\_\_  
(ADDRESS)

\*(The effective date cannot go back more than 30 days.)

I understand the Water Utility Division will not be allowed to collect from this tenant without my written permission, and when this tenant cancels service, I will be responsible for the bill until the water has been turned off at the curb by the Water Utility Division or another Notice of Occupancy has been submitted.

Per city ordinance #431, it is the owner's responsibility to maintain the curb box and make it accessible to the water division. Therefore, if at any time we find the curb box inoperable, or we are unable to turn the water off at the curb for any reason, the water bill will be taken out of the tenants name and the owner will then be responsible for the water bill until the curb box is accessible and operable.

\_\_\_\_\_  
Property Owner (Please sign)

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Date

NOTE: Tenants must come to the office to sign for service.  
(124 W. Granite Street • 406-497-6500)

CUSTOMERS WHO HAVE NOT HAD SERVICE WITH BUTTE SILVER BOW WATER DIVISION IN THE LAST 12 MONTHS OR HAVE BEEN DELINQUENT, WILL BE REQUIRED TO PAY A DEPOSIT.