



Tate Monroe Water Assn., Inc., Box 90, Bethel, OH 45106  
 tatemonroe.com, 513-734-2236, office@tatemonroe.com

### Office Closed

Tate Monroe Water Assn.'s office will be closed the following days:

- November 22 and 23, 2007
- December 24 and 25, 2007
- December 31, 2007 and January 1, 2008

*Have a Safe Holiday Season!!*

### Bills Indicating No Water Use

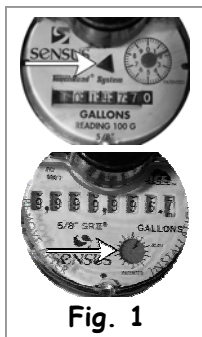
If you receive a bill indicating that you did not use any water, but in fact, you know that you did, then please notify Tate Monroe Water Assn., Inc. immediately to avoid higher future bills. The malfunction of a meter does not relieve you of your responsibility to pay for the water consumed.

When a meter does malfunction, Tate Monroe Water Assn., Inc. will calculate your bill based on the prior use average.

### Checking for Water Leaks

To check for a Leak:

1. Shut off the main valve located in your house.
2. Go to the meter vault and see if the triangular indicator or circular indicator is turning (Fig. 1).
3. If it is turning, you have a leak between the meter and your residence.
4. If it is not turning, there is no leak between the meter and your residence.
5. Turn on the main valve inside your residence.
6. If the leak indicator clock or triangle is turning the leak is somewhere inside your residence. Check faucets, toilet bowls, etc.



**Fig. 1**

### Daylight Saving Time

Daylight Saving Time ends *November 4th*. Clocks get set back 1 hour to standard time. Remember to change the batteries in your smoke, heat, and gas detectors.



Also, take the time and turn all water control or shutoff valves off and on to check for leaks and keep valves operational. This includes outdoor faucets and valves to toilets, bathroom and kitchen sinks, laundry, bar, etc.

### Owners / Tenants

Tenant waiver forms are available at our website, tatemonroe.com, under *forms*.

Owners with tenants:

Please make sure this waiver form is up to date. For those customers with no internet service, call or stop by the office.

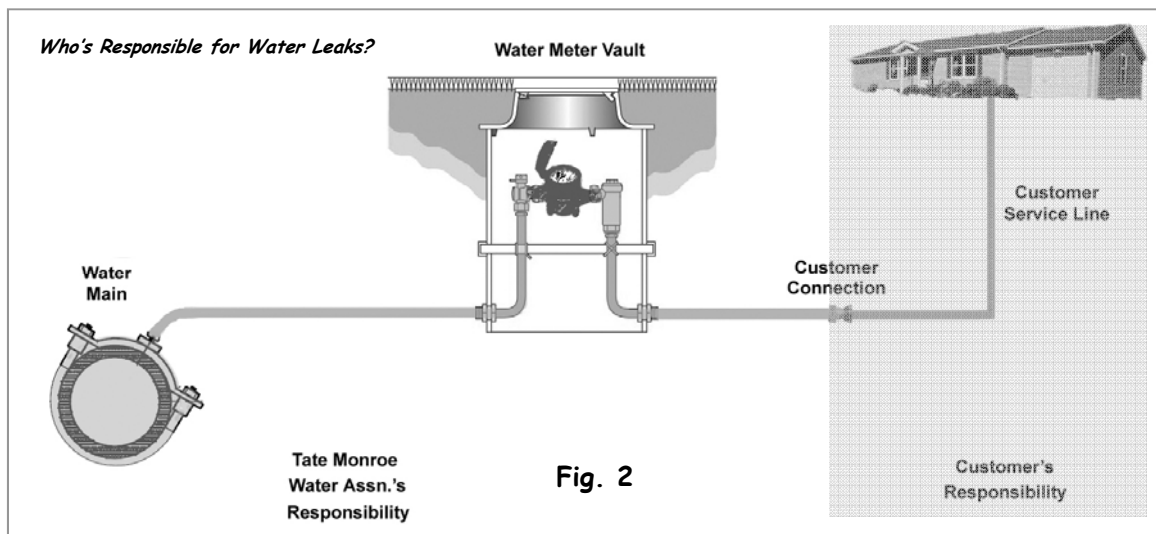
### Payments Made Through Outside Source

Customers that utilize an outside source online payment system should allow 5 to 7 days for the payment to reach us to avoid having their meter shutoff for nonpayment.

### Leak Responsibility (See Fig. 2 Below)

Tate Monroe Water Assn., Inc. is responsible for leaks from the water main to the customer connection.

The Customer is responsible for all other leaks including the customer connection.



**Fig. 2**