

D/L \_\_\_\_\_ EXPIRATION \_\_\_\_\_

CITY USE ONLY

## UTILITY BILLING AGREEMENT FOR RENTAL PROPERTY

Premise Address: \_\_\_\_\_ Account No: \_\_\_\_\_ - \_\_\_\_\_

Billing Name (ex. SMITH/OCCUPANT): \_\_\_\_\_

Mailing Address (premise, unless going to a manager): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Legal Owner: \_\_\_\_\_ Home Ph: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Owner's Address: \_\_\_\_\_ Cellphone:(\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

E-mail Address: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

BY SIGNING BELOW, I SWEAR THAT I AM THE LEGAL OWNER OF THE ABOVE-LISTED PROPERTY AND THAT I UNDERSTAND AND AGREE TO ABIDE BY THE POLICIES ON THE REVERSE SIDE OF THIS FORM:

Signature \_\_\_\_\_

Date \_\_\_\_\_

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC in and for \_\_\_\_\_,

Residing at: \_\_\_\_\_

My commission expires: \_\_\_\_\_

THIS ORIGINAL FORM WITH SIGNATURES FROM THE NOTARY AND OWNER MUST BE RETURNED TO THE FINANCE DEPARTMENT BY THE 15<sup>TH</sup> OF THE ODD-NUMBERED MONTH IN WHICH IT IS TO TAKE EFFECT. IF ANY PART OF THIS FORM IS INCOMPLETE OR UNSIGNED, OR THE CITY DOES NOT RECEIVE THE ORIGINAL, THE REQUESTED CHANGES WILL NOT BE IMPLEMENTED. FAXES OR PHOTOCOPIES OF THE COMPLETED FORM WILL NOT BE ACCEPTED IN PLACE OF THE ORIGINAL SIGNED FORM. CONSIDERATION WILL NOT BE GIVEN ON AN OWING BALANCE AS A RESULT OF DELAYS IN COMPLETING OR SUBMITTING THIS FORM.



## UTILITY BILLING POLICIES FOR RENTAL PROPERTIES

1. Legal owners are always responsible for utility billings at residential or commercial rentals, including balances and past due charges incurred by tenants. Any agreement the owner has with a tenant regarding the payment of utilities is an agreement between the owner and tenant only and does not release the owner from this responsibility.
2. This form serves only as authorization from the owner for the City to send billing statements to a tenant or property manager as a courtesy. If an owner wishes to grant rights to a tenant or manager to make changes to an account, a separate letter specifying the rights being granted must accompany this form.
3. The City will not put utility bills in a tenant's name under any circumstances. The billing name will be listed as "OWNER/OCCUPANT" and will be mailed to the premise address. The City will not send bills to a tenant at any location other than the premise, including post office boxes.
4. This agreement can only be removed from an account by request of the property owner. If this agreement is removed, a new form must be completed, as the city will not reinstate a previous agreement.
5. Original copies of late notices are sent only to the address where bills are mailed. The property owner may request that statements go to either the tenant or a property manager, but they cannot go to both. Duplicate copies of late notices are mailed to the property owner only, and will not be mailed to a manager instead of the owner.
6. The City does not perform a meter read or pro-rate utility bills when a tenant vacates a property. The owner is responsible for providing tenants with an estimated final bill and ensuring that it is paid. The City does not forward bills to a tenant when they move from a property.
7. Owners are responsible for the billing status of their rental properties, and should always check the status immediately upon a vacancy. Mail returned from a vacant property will not be forwarded to the owner. Delinquency and water turn-off will result in additional fees, regardless of vacancy or tenant changes.
8. The owner is responsible for informing tenants of all services provided by the City, as well as City policies regarding the water, sewer, sanitation, and recycling services.

**I HAVE READ THE ABOVE POLICIES, AND I UNDERSTAND THAT I AM RESPONSIBLE FOR ALL BILLS ON THIS PROPERTY WHILE I AM THE LEGAL OWNER, REGARDLESS OF WHERE I HAVE ASKED THE CITY TO SEND BILLING STATEMENTS, OR ANY AGREEMENTS THAT I HAVE MADE WITH MY TENANTS.**

Signature \_\_\_\_\_

Date \_\_\_\_\_