



CITY OF LEOTI

Council Meeting
1st & 3rd Monday – 7:00 p.m.

Rental Property Owners Agreement With The City Of Leoti

Property Owner Name:	Property Agent Name:
Mailing Address:	Mailing Address:
Phone Number:	Phone Number:

Landlord or Property Owner Utility Service Request and Property Listing

I, _____, the property owner or agent of the property located at:

- | | |
|-----------|-----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |
| 5. _____ | 6. _____ |
| 7. _____ | 8. _____ |
| 9. _____ | 10. _____ |
| 11. _____ | 12. _____ |
| 13. _____ | 14. _____ |
| 15. _____ | 15. _____ |
| 17. _____ | 18. _____ |

(If additional space is needed for property listing, please attach another form)

<input type="checkbox"/> agree to allow the City of Leoti Utility Billing Clerk to leave water, sewer, storm water, and sanitation services ON after tenants have vacated the property, or requested services be terminated. <i>(Roll into Landlord's name)</i>
<input type="checkbox"/> I understand that by requesting to keep services ON after tenants vacate, that I will be responsible for the charges incurred for all utility services available at the locations listed above.
<input type="checkbox"/> agree to allow the City of Leoti Utility Billing Clerk to leave water, sewer, storm water, and sanitation services OFF after tenants have vacated the property or requested termination of services. <i>(Terminate services and wait until new tenants complete application for new services)</i>

Landlord Authorization to Furnish Utility Service to Rental Property Tenants

Prior to furnishing City utility services, the tenant(s) will be required to submit a Utility Service Agreement which requires Landlord authorization prior to furnishing City utility services. I agree to allow the City of Leoti Utility Billing Clerk to furnish City utility service to tenants by:

<input type="checkbox"/> Providing the Utility Billing Clerk written authorization; or <i>(Landlord Signature will be Required on each Utility Service Agreement)</i>
<input type="checkbox"/> Notifying the Utility Billing Clerk via telephone that a new tenant will be requesting service; or
<input type="checkbox"/> Waiving Landlord Authorization requirements; or <i>(Furnish City utility services to requestors without requiring authorization from landlord)</i>
<input type="checkbox"/> I DO NOT wish tenant's to establish services in their name. <i>(Landlord will set up utility account for services in Landlord's name only)</i>

Landlord Liability

Landlord Liability. The property owner of any premises served by City utility services under this Ordinance shall be liable for payment of the cost of any utility service, penalties, and any disconnection fees arising from service provided to such premises, regardless of whether the utility service was furnished upon the application and request of the owner, or the lessee of the premises. This provision shall also apply when the premises are leased by or through an agent or other representative of the owner. In the event a delinquency arises involving leased premises, in addition to the tenant, the owner or owner's agent shall be notified in writing of the delinquency of the lessee by first class regular mail within ten (10) days after the billing to the lessee becomes delinquent provided the property owner requests such notification in writing, on the appropriate form prior to the beginning of each calendar year (January – December). Notice of delinquency shall be sufficient if mailed to the last known address of the owner or owner's agent known to City personnel responsible for said mailing. If utility service is furnished to leased premises on the application and request of the lessor of the premises, then all billings for utilities furnished to such leased premises shall be made directly to the lessor, and the lessor shall be fully liable for the cost of service furnished. In no event may the City place a lien on the real estate of the lessor. Debt collections will be first pursued on the lessee and if collections fail, the property owner shall incur full liability for the charges outstanding. The City may collect the amount of the unpaid bill for utility services by any lawful means.

A complete copy of the City utility ordinances are available in Ordinance Book 9 at WWW.LEOTIKANSAS.ORG.

[Storm Water Ordinance 2014-04](#) [Sanitation Ordinance 2014-05](#) [Sewer Ordinance 2014-06](#) [Water Ordinance 2014-07](#)

Rental Property Delinquency Notification Request

<input type="checkbox"/> Please provide a copy of tenant's past due notice
<input type="checkbox"/> Please DO NOT provide a copy of tenant's past due notice.
<input type="checkbox"/> Please provide notification upon tenant's disconnection of services due to non-payment.
<input type="checkbox"/> Please DO NOT provide notifications unless there is an outstanding debt, that the City is unable to collect, for which I am liable.

Property Owner or Agent Signature

Date