

**CITY OF PLATTSBURG
OWNER/TENANT INFORMATION
LETTER**

For purposes of simplification a “Tenant” shall be an individual(s) residing in at a property owned by others.

Attached you will find an agreement the City of Plattsburg will require you and your tenant to sign prior to the transfer of responsibility for utilities. Anytime non-owner occupancy changes you will be asked to complete a new agreement provided the Tenant is responsible for utilities.

Current City Ordinances establishes the Owner and Tenant jointly and severally liable for payment of City provided utilities. This allows the City to require payment from the Owner even though the Tenant used the utilities. If the Tenants moves out with an unpaid balance that amount becomes the responsibility of the Owner and/or Tenant. Unpaid balances must be paid prior the City of Plattsburg reconnecting or transferring the utilities. If the Owner pays the utilities it becomes their responsibility to seek reimbursement from the Tenant.

In the event of nonpayment the City has the right to disconnect water service at any time after the shutoff date. In the event of nonpayment the City also has the right to disconnect natural gas service based on outside temperatures per State statute. Natural gas service can be disconnected five (5) working days after the initial disconnect date if no payment or necessary arrangements have been made. The City will continue the following services 1) solid waste, 2) recycling, and 3) sanitary sewer regardless of payment.

The following deposit will be required prior to transferring utility responsibility. Deposits are refundable if all utilities have been paid upon the next transfer of utility responsibility. Deposits may be applied to unpaid balances upon the next transfer of utility responsibility.

DEPOSIT	\$200.00
DEPOSIT (with unacceptable payment history)	\$400.00

AGREEMENT

The owner of the property listed below requests the City of Plattsburg to place City owned utilities in the name of the Occupant/Tenant/New User listed below.

The owner and user of record shall be jointly and severally liable to pay for utility services supplied by the City of Plattsburg. It is further understood that transfer of utilities does not waive the liability of unpaid utilities. All parties have read the attached information (page 1).

Owner's Name _____

Property Address _____

Owner's Phone Number _____

Owner's email address _____

Shut Off (if required) occurs each month as follows; Reading 28th-31st, Billing 5th, Payment Due 15th, No Payment, Shut Off after 20th

Owner (signature) date

Occupant/Tenant/New User (signature) date