



**CITY OF JACKSON LANDLORD/LANDLORD'S AGENT AGREEMENT
AUTHORIZATION FOR AUTOMATIC ON FOR UTILITIES**

**PLEASE SUBMIT SIGNED AGREEMENT TO: CITY COLLECTOR, 101 COURT ST,
JACKSON, MO FAX (573-204-8292) EMAIL (UTILITIES@JACKSONMO.ORG)**

This document authorizes the City of Jackson to automatically put utilities in a landlord's name when a tenant moves out of the premises, except in the case where a tenant is cutoff for non-payment of a bill. When utilities are cutoff for non-paymen, it is the landlord's responsibility to notify the city, by mail, e-mail, fax, or in person, to turn the utilities back on. In the case where service can not be shut off without disruption to other tenant services, it is the landlord's responsibility to prevent unauthorized use of utilities by turning off and periodically checking individual breakers or valves. In the event usage is detected on a vacant account at a location where the City has conducted appropriate utility service termination, the usage will be billed to the landlord.

When the utilities are put in a landlord's name, the landlord assumes responsibility for any billing until the city is notified, by mail, e-mail, fax, or in person, to cut off the utilities or to put the utilities in the name of a new tenant. In the event a utility account held in the landlord's name is cut off for non-payment, the landlord is subject to a reconnect fee of \$100.00 for the delinquent account. Failure to pay the delinquent amount and reconnect fee will result in immediate termination of the landlord agreement.

It is the landlord's responsibility to notify the City immediately when:

- Ownership/management of property under this agreement changes, including additions and deletions of property locations***
- Billing address /contact information for landlord account under this agreement***
- A tenant that currently has the utilities held in their name abandons a property***

Since the intent of this agreement is to provide an efficient transition of utility services from tenant to landlord, the City will not notify a landlord when utilities are automatically put in a landlord's name.

To support the availability of this convenience, landlords are encouraged to contact the City as soon as they determine a tenant has moved out unexpectedly so proper transfer or termination of utilities can take place. The City of Jackson retains the right to modify this agreement. This entire agreement may be terminated by the City or the landlord by notice given to the other party at any time. The term "landlord" refers to a property owner, landlord, or landlord's agent.

By signing this document the landlord agrees to the above conditions.

Name: _____

Billing Name: _____

Billing Address: _____

Phone Numbers: _____

Email Address: _____

Signature: _____

Date: _____

