



CITY OF JACKSON LANDLORD/LANDLORD’S AGENT AGREEMENT
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 put utilities in a landlord’s name after receiving written notice via email or fax. When a landlord is notified a tenant is moving out of a premise, it is the landlord’s responsibility to notify the city by e-mail, fax, or in person prior to the tenant signing off, that they would like utilities to remain on in the landlord’s name and prevent interruption of service. In the event utilities are cutoff for non-payment under the tenant’s name, it is the landlord’s responsibility to notify the city via e-mail, fax, or in person, to turn the utilities back on. Notices can be sent to the Collector’s office via email to utilities@jacksonmo.org or faxed to 573-204-8292. All written notices must include the information contained in the attached landlord leave on notice form.

Once the written notice is received someone from the City Collector’s Office will notify you that your request has been received and will be processed. If you do not receive a response by 3:00 PM on the day the request was sent, please call the City Collector’s office at 573-243-4404 to confirm receipt.

Failure to notify the City Collector’s Office will result in utilities at the premise being cut off. To restore services, please provide a written notice as stated above and services will be resumed as soon as a meter technician is available. Requests received after 3:30 PM may not be completed until the following business day.

In the case where a 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 off 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***

To support the availability of this convenience, landlords are required 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: _____

