



CITY OF JACKSON LANDLORD/LANDLORD'S AGENT AGREEMENT

AUTHORIZATION FOR AUTOMATIC ON FOR UTILITIES

PLEASE MAIL BACK TO CITY COLLECTOR, 101 COURT ST OR FAX TO 204-8292.

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-payment 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 cutoff the utilities or to put the utilities in the name of a new tenant. In the event a landlord account is cut off for non-payment, the landlord is subject to a reconnect fee of \$100.00 for the delinquent account.

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

- *Ownership/management of property under this agreement changes*
- *Billing address of property of this agreement changes*
- *A tenant abandons the 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 participating landlord at any time. The term " landlord" in this document 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 Number:

E-mail Address:

Signature:

Date:
