Name _____

Street Address_____

City, State, Zip _____

Home Phone: _____ Work Phone:_____

I/We would like to request the Water and Electric Utilities be read over into my/our name whenever a tenant will be disconnected so there will be no interruption of service. **Please check all that apply**. **I understand we will be responsible for the utility bill once it is read into my name. I further instruct this order be followed:**

The utilities should be read into my/our name during the following times: **Please check only those that apply)**

__ __ Year Round (Electric & Water)

_____ Year Round (Electric ONLY)

____ Nov 1st – Apr 1st (Electric & Water)

_____ Nov 1st – Apr 1st (Electric ONLY)

____ Don't turn on utilities unless requested by me.

____ Other _____

____ **Do not read utilities into my/our name(s) if disconnected for non-payment by the tenant.**

Would you like your name included on the list of landlords that is given out at City Hall? ___ __ _____

Yes No

The following is a list of properties the above order concerns:

Address	**Account #**			**New Properties / Deletions**

I further agree to notify the City of any change that may occur in the above list. I also understand if I fail to notify the City personally of any properties acquired, then this order will not be in effect for those new properties. I further understand that any existing properties that I sell, and not notify the City personally, **I will** be the party responsible.

_____ _____

Landlord Date

_____ _____

Landlord Date