



125 W. Rosewood - P.O. Box 185
Rose Hill, KS 67133
Phone: (316) 776-2712
Fax: (316) 776-2769

LANDLORD AGREEMENT

The City of Rose Hill's Water/Sewer Department requires a signed Landlord Agreement Form regarding utility services on all rental properties. This agreement will advise the City of Rose Hill as to your preference for utility services during the period between tenants at your rental properties, and is to be updated every two years (or as needed, when changes occur). If our office does not have a written agreement on file, the utility services will automatically be disconnected in between tenants, unless our office is contacted by the property owner at least 24 hours prior to the date of disconnection.

By choosing Option #1 and signing this agreement, you are accepting responsibility for the water/sewer bills between the time the service to outgoing tenants is terminated and when service to incoming tenants is initiated. You are not, however, accepting responsibility for service while the account is in your tenant's name. **For this reason, while service is in your tenant's name, the City of Rose Hill reserves the right to terminate service to your tenant due to non-payment of their utility bill.** If services for your tenant are terminated due to non-payment, those services will not be transferred into the Landlord's name until the Landlord notifies our office that the tenant no longer resides at the property.

OPTION # 1: Service will automatically be transferred into the Landlord's name when the current tenant moves out, and a monthly water/sewer bill will be generated in said Landlord's name.

OPTION # 2: Service will automatically be turned off between tenants, leaving the Landlord responsible for no water/sewer bill for that property. Water/sewer service will not be connected in the Landlord's name unless our offices are contacted BY YOU to authorize the connection.

Please list all of your rental properties on the following agreement form and specify which option you prefer. If you have anyone other than yourself managing your properties that should have access to your rental accounts, or if you wish to give authority to someone other than yourself to schedule utility connections, they must be listed on this agreement form.

ADDITIONAL NOTES TO LANDLORDS AND PROPERTY OWNERS

TENANT VERIFICATION: When your tenant comes to the City offices to transfer service into their name, they must have a copy of their lease/rental agreement as well as some type of photo identification. If the name on the rental agreement does not match the name of the person signing the application for utilities, services will be denied. This policy has been put into place to prevent customers from falsely placing services in their name to avoid paying off old utility bills owed to the City of Rose Hill. If you do not supply your tenants with a copy of their rental agreement, a phone call from you to the City offices to verify the name of the current tenant will be sufficient. Some type of photo identification will still be required. **Services will be denied to all applicants who have an outstanding water/sewer bill with the City of Rose Hill.**

ACQUISITION OR SALE OF RENTAL PROPERTY: If you should obtain new rental property not listed on your current Landlord Agreement, please notify the City in writing so that it may be added to your agreement.

If you should sell a property that is listed on your Landlord Agreement, please notify the City in writing. This will prevent service from automatically transferring into your name on a property that you no longer own.

Please complete and return this form to the City of Rose Hill at:

City of Rose Hill
Water/Sewer Department
P.O. Box 185
Rose Hill, KS 67133

You may want to retain a copy of this letter and agreement for your records. If we can be of further assistance, please call us at (316) 776-2712 between the hours of 8:00 am to 5:00 pm, Monday thru Thursday, or between the hours of 8:00 am to 4:30 pm on Friday. We look forward to working with you as a property owner in the City of Rose Hill and assisting you with your utility needs.

Thank you,

The City of Rose Hill
Water/Sewer Department



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LANDLORD AGREEMENT FORM

Name of Property Owner/Landlord: _____

Billing Address: _____

Tax Identification Number: _____

Contact Person: _____ Phone: _____

E-Mail: _____

Other Authorized Personnel:

Name: _____ Phone: _____

Name: _____ Phone: _____

List of Properties:

Utility Option (please check one):

OPTION #1 Please leave the water/Sewer services **ON** between tenants at the above listed properties and bill to the name and address listed above.

OPTION #2 Please turn the water/sewer services **OFF** in between tenants at the above listed properties.

Would you like to be included on a Landlord list (name & phone number) that is given out to prospective renters when they are searching for a rental home in our area? YES NO

I, the undersigned, agree to the terms stated in the letter attached to this Landlord Agreement, and I fully understand the Utility Option which I have chosen.

Authorized Signature: _____ Date: _____

