



# City of Holstein

119 S MAIN ST PO BOX 500  
HOLSTEIN, IA 51025  
712-368-4898 712-368-2782 FAX

## LANDLORD AGREEMENT APPLICATION

This agreement gives the City of Holstein permission to transfer services automatically from a tenant's name into the Landlord's name upon disconnection from the tenant. However, if service has been disconnected due to nonpayment or other credit action, this agreement will not be activated. In those instances, you may be unaware that service has been disconnected. If you discover the service has been disconnected, you may contact us to activate it. Prior to activation of a non-pay disconnected account, a reconnect fee will be required upfront to restore service. If the landlord completed the bottom of the tenant application stating the tenant is responsible for the bill, the landlord will not be required to pay any past due balances **except** the reconnect fee. If this portion was not completed, the landlord is responsible for payment of all past due amounts including the reconnect fee upfront before service is restored.

It is expected that all accounts in your agreement name will be paid on time. The City of Holstein reserves the right to suspend an agreement, with notice, due to a past due balance; during this time you will be notified when your tenants request disconnection.

The sale of any property will not remove the property from the agreement, please contact City of Holstein to cancel the agreement for any property that has been sold. Adding/removing properties to/from your agreement will not automatically start/stop service. To start or stop service; you must make the request separate from your agreement.

### **Bill Account Information** *(The name to appear on the bill when an account is activated per this agreement.)*

Landlord Name \_\_\_\_\_

**Social Security Number or Tax ID Number** \_\_\_\_\_

**Driver's License Number** \_\_\_\_\_

### **Property Owner Information**

Property Owner Company *(if applicable)* \_\_\_\_\_

Property Owner \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

### **Property Management Information**

Management Company *(if applicable)* \_\_\_\_\_

Property Manager *(if applicable)* \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

**Action Options:**

**Always:** Services will be transferred into the agreement name any time a tenant calls to disconnect service. This option allows the utilities to be left on to clean the property and show it to prospective tenants. It also provides a level of protection for the property during the winter months.

**Never:** Services will be turned off at the street or locked at the meter whenever a tenant requests service disconnection and you will not be notified. This option will be a \$12.00 monthly availability charge. Service will remain off until the next tenant requests service, at which time the landlord will be required to pay a reconnect fee upfront to restore service at that location. We request notice to restore service when this option is chosen. Regardless of meter location, we will need access to the rental unit to restore water service and verify there are no leaks or faucets that have been broken or left on.\*

**\*Landlords, owners and/or property managers are responsible for winterizing the property to avoid damage(s) due to frozen pipes. The City of Holstein cannot be held responsible for any damage(s) to the rental properties.**

Property Information	Water & Sewer		Garbage	
	Always	Never	Always	Never
Please include the complete address, including city, state & apartment # for each rental property.				

**Please be advised the signature provided will serve as authorization for future changes to the agreement requested by the property owner or manager. The agreement will be effective immediately upon our acceptance of this signed form.**

Signature \_\_\_\_\_ Date \_\_\_\_\_  
*(If authorizing signatory is other than the property owner, please attach a letter of authorization with this signed contract.)*