

**CITY OF COLUMBIA FALLS
LANDLORD
WATER/SEWER AGREEMENT
Effective January 3, 2011**

I, _____, owner and/or authorized manager of the below listed rental property(ies), agree to the following:

Section 1 - **CHOOSE** 1 of the following 4 choices:

_____ 1. I will keep the water/sewer account in my name and will be responsible for the payment of all charges & fees and for keeping the account current.

_____ 2. I authorize the City of Columbia Falls to allow my tenant to put the water/sewer account into their name WITHOUT a deposit. **The tenant will receive the bill, but I understand that I am ultimately responsible for any past due charges and to keep the account from shut off status at all times. Payment agreements will be made in accordance with City Ordinance. If the tenant has a past due over \$25.00, I understand I will receive a copy of the bill as it is my responsibility to ensure the account is paid before it is subject to shut-off for non-payment.**

_____ 3. I authorize the City of Columbia Falls to allow my tenant to put the water/sewer account into their name WITHOUT a deposit and I DO NOT AUTHORIZE the tenant to enter into payment agreements for past due amounts. **I understand I will receive a copy of the bill as it is my responsibility to ensure the account is paid before it is subject to shut-off for non-payment.**

_____ 4. I authorize the City of Columbia Falls to collect a \$250 deposit from my tenant in order for them to have the water/sewer account in their name. I understand that when my renter moves, the City will apply the deposit to the final water/sewer bill and refund the difference. If the deposit does not cover the final bill, I further understand any unpaid charges are my responsibility.

With this requirement, I authorize the City to enter into an agreement with my tenant for only the past due portion, providing the past due and current charges do not exceed the \$250 deposit. If the tenant has a past due, I understand that I will receive a copy of the bill as it is my responsibility to ensure the account is paid before it is subject to shut-off for non-payment.

I also understand it is MY responsibility to inform my tenants as to this requirement before they come in to sign up for service.

If I choose Option 4 and at anytime would like to waive the \$250 fee for a certain tenant, I will supply the Water/Sewer Department with a **written** waiver for that tenant. The waiver can be faxed to the City at 406-892-4413.

Section 2:

The water/sewer department attempts to inform the owner or authorized property manager when a property is turned off due to delinquent bills; however, I understand it is my responsibility to follow-up on past due accounts to avoid service shut off and the fees associated with a turn off. I also understand I may call the City at anytime to inquire if my renter's account is current or past due. Please be advised that Public Health regulations do not allow occupancy of a residence without water and sewer services.

Section 3 – **CHOOSE** 1 of the following 2 choices:

_____ If my renter moves, I request the water stay **on** and service transferred into my name. The minimum service charge will apply even if there is no usage. I also understand that it is my responsibility to notify the City that my renter is moving so the proper readings and paperwork may be completed in a timely manner.

_____ If my renter moves, I request the water be turned **off** and the account transferred into an off status. I understand that there is a \$10 fee to turn the water off and a \$10 fee to turn the water back on that I am responsible for, not the renters. I will not have any additional service charges as it will be off.

Properties subject to this agreement:

The following properties are included in this agreement. I am either the owner or the authorized manager of these properties:

Please add additional pages if needed.

Name of owner/authorized property manager: _____

Contact info for owner/authorized property manager:

_____ Phone _____ Mail
_____ Fax _____ E-mail

Authorized Signature

Date

Current Mailing Address

**PLEASE REMEMBER TO UPDATE YOUR ADDRESS & PHONE NUMBERS
WHEN THERE IS A CHANGE**