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Revert to Landlord Contract

To Whom It May Concern:

The City of Scott offers a very important service to rental property owners. By completing a “Landlord Authorization To Revert Form” the City of Scott will automatically place your rental property utilities into your name when a tenant requests disconnection.

You will receive a separate billing for each property when the service is reverted to your name. We must rely on you to ensure the accuracy of the information you provide and keep it current. Please notify us if you sell any of the reverted properties, buy additional properties that need to be reverted or any other related information.

If you choose not to participate in this program, then the landlord would be required to put a deposit before services are turned back on. Also, please note that it is illegal to tamper or turn on water meters and will be prosecuted as a misdemeanor.

Please complete the form if you wish and return by July 13, 2018. You can either mail to the address below, hand deliver to City Hall, or email it to sgautreau@cityofscott.org. As always if you have any questions, please feel free to call City Hall at 337-233-1130.

City of Scott
P.O. BOX 517
Scott, LA 70583

Sincerely,

Jan-Scott Richard
Mayor

Revert to Landlord Contract

We are requesting that the addresses listed be set up on an automatic transfer of accounts, as outlined in the attached cover letter. Automatic transfer of accounts is defined as billing the utility services (water, gas, sewer, and garbage) to the responsible party as defined in this document when the tenant stops their billing. The request pertains to all accounts listed with this contract and applicable to this agreement.

It is understood and agreed that:

1. These accounts will be coded for automatic transfer as soon as possible allowing 5 working days to process paper work.
2. City of Scott will assume no liability that might result from occasional disconnects.
3. _____(owner/property manager) will be responsible for utility service bills during unoccupied periods, including such periods when a tenant calls and is disconnected or a new tenant fails to request service.
4. The automatic transfer agreement will not be applicable when a account is disconnected for nonpayment. The landlord/owner must request new service in writing. "The company will not restore service at locations where service has been terminated without certification that the person(s) who were receiving service are no longer present at the location where service was previously provided."
5. The automatic transfer procedure, excepting conditions referred to in paragraph 4, will apply each time a tenant discontinues service.
6. Any change in ownership or management of the premises covered by this Agreement will be reported to the City of Scott by written certified notification five working days prior to such change. Liability for charges or service incurred during any period that City of Scott was not notified of changes in management or ownership in compliance with the terms of this agreement expressly assumed by _____. (owner)
7. Cancellation of this Agreement by the Owner shall be limited to conditions referred to in paragraph 6 or conditions where a tenant is not able to connect service due to personal reasons. The Owner shall have written certified notice sent to: City of Scott, P.O. BOX 517, Scott, LA 70583.
8. SEE REVERSE SIDE TO LIST ADDRESSES TO BE COVERED UNDER THIS CONTRACT.

If applicable, name of complex: _____

Name of Owner/Management Company responsible for payment of bills: _____

Address to mail bills: _____

City, State: _____ Zip Code: _____

E-mail Address: _____

Resident Manager/Owner phone number: _____

Alt. Phone Number: _____

Name of Management Company (if applicable): _____	
Agent: _____	Phone Number: _____
Address: _____	

I hereby state that I (we) enter into this Agreement with the knowledge and consent of the ownership of the property as shown above.

Signature or Owner of Agent

Representative of City of Scott

Title

Title

Date

Date

List Addresses to be covered under Automatic Utility Transfer	