

## PROPERTY OWNER AGREEMENT INFORMATION

The Property Owner Agreement is available to residential, commercial, and industrial property owners, and management companies who agree to have the utility services automatically placed in their name for billing when a tenant vacates a location. The utility services are not disconnected and therefore, a trip is not made to reconnect service for the property owner.

The Landlord Agreement is not effective when property owners, or management companies request service in their name at a location at the same time a Landlord Agreement is requested. A trip is made to the location to establish the initial reading on the meter and an administration fee of \$30.00 is billed for each location.

This agreement is designed to benefit both the property owner and the City of Villa Rica. The advantages are:

- When a tenant moves out, clean-up work can begin immediately since the utility services remain connected. The property owner does not have to contact the City of Villa Rica to reconnect the meter. However, should the tenant be disconnected for non-pay, the property owner must call to have services restored and verify the tenant has vacated.
- The City of Villa Rica makes only one trip to obtain a reading for the stop and start of billing. The beginning meter reading for the property owner is the out reading taken for the tenant.
- The utility services remain in the property owner's name. Therefore, the rental unit may be shown and allows the new tenant time to apply for service. **It is the property owner's responsibility to insure that tenants apply for utility services when units are rented.**

To apply, complete a Property Owner Agreement Request application. This application must be filled out completely and the Agreement must be in the name of the party responsible for paying the bill. If you are requesting for more than one location, please attach a list of each individual address to be placed on the Agreement. Please remember to provide proof of ownership or listing agreement.

City of Villa Rica  
571 West Bankhead Hwy  
Villa Rica GA 30180

Date: \_\_\_\_\_

Re: Landlord Agreement Application

As landlord (owner, manager, rental agent or other responsible party) for rental units designated as

\_\_\_\_\_ and located at \_\_\_\_\_,  
Name of Rental Property Address of Property

I/we, \_\_\_\_\_, request the City of Villa Rica to provide utility services  
Owner's or Designee's Name

on a continuous basis to rental units not occupied by tenants. \_\_\_\_\_  
Owner's or Designee's Name

will be responsible for and will pay for utility services at unoccupied rental units until service is placed  
in a new tenant's name. Bills for utility services are to be mailed to the follow address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

There will be a one-time non-refundable administration fee of \$30.00 for each location that is established. After the one-time charge, the fee is waived for the property owner or designee at the time the tenant requests service disconnection and the service is transferred to the property owner or designee. However, should the property owner or designee, for any reason, request that the utility services be disconnected once the agreement is established, the charge will be billed.

If accepted by the City of Villa Rica, it is understood that the property owner or designee will be bound by the City of Villa Rica's applicable Rules and Regulations for utility services as set forth by the Mayor and Council.

Furthermore, either party may cancel this arrangement upon fifteen (15) days written notice to the other party.

\_\_\_\_\_  
Owner's Name Printed Owner's Signature

\_\_\_\_\_  
Social Security Number/ Federal Tax ID Owner's Telephone Number

\_\_\_\_\_  
Owner's Office/Home Address, City, State, Zip Code

\_\_\_\_\_  
Property Manager's Name Printed Property Manager's Signature

\_\_\_\_\_  
Property Manager's Office Address, City, State, Zip Code Property Manager's Telephone Number

Form should be typed or printed. If there is more than one address, please attach a list of each individual Address to be placed on the Landlord Agreement.

Request for deletions or additions to the Landlord Agreement must be submitted in writing.

A request to disconnect utility services does not constitute a request to remove that premise from the Landlord Agreement and the request to remove a premise from the Landlord Agreement does not constitute a request to disconnect service.

\_\_\_\_\_  
Signature of person approved by

\_\_\_\_\_  
Date