

**CITY OF ELLENSBURG
UTILITY SERVICE POLICY
FOR OWNERS OF RENTAL UNITS**

The City of Ellensburg will comply with your signed request for utility service between renters until we receive an updated landlord verification form requesting a change or until the agreement is cancelled in writing.

Landlord Deposit Waiver

The service deposit may be waived for landlords applying for service between renters when a signed Landlord Agreement Form for utility service is on file in the Finance Department and when the landlord is applying for service is on only during periods where the dwelling is unoccupied. We reserve the right to request a deposit for service between renters if the collection of an account is deemed insecure by reason of delinquencies.

Charges for Service

Billings for consumption used between tenant disconnect and new tenant connect will be charged to the Landlord if a leave on of utility service is requested. The Landlord has the responsibility of making certain new tenants sign up for service with us; otherwise, billings will continue in the Landlord's name. You can verify the new tenant connect by having them request a copy of a deposit receipt or service order at the time they sign in for service. Please feel free, also, to call our office to check on whether your tenant has signed up for service.

We would appreciate your reminding your tenants to come into City Hall to disconnect utilities when they check out.

If the landlord requests the utilities be disconnected between tenants, but then has the utilities reconnected the landlord will be charged a reconnect fee.

Occasionally a Landlord who has requested the utilities be disconnected between tenants will turn on electricity to clean an apartment after the City has disconnected. Any consumption used, plus a reconnect fee, will be charged to the Landlord.

Leave Utilities on Between Renters in Winter

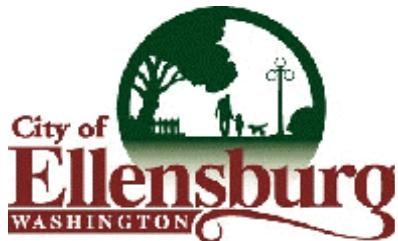
The use of this option may require action from the Landlord to prevent winter damage. We **WILL NOT** disconnect utilities if your tenant closes their account between October 1 and March 31st. Service will be billed to you until a new tenant signs for service or you contact our office for disconnection. We **WILL** disconnect utilities if your tenant closes their account between April 1 and September 30th. Utilities will remain off until a new tenant signs in for service or until we receive notification from you to reconnect service.

Disconnection of a Tenant for Non-Pay

If the City must disconnect a tenant for non-pay and our files show a "leave on between renters" for the Landlord, a reasonable effort to contact the property owner by telephone at the number listed on the Landlord Agreement form will be made during winter. However, the City is not liable for any damages in the event that service is disconnected for non-payment.

Revocation of Landlord Request

The City reserves the right to cancel the agreement with the landlord for service between renters if payment for between-tenant utility billing is not made in a timely manner. Notification is sent to the landlord if we must cancel previous arrangements.



501 North Anderson Street, Ellensburg, WA 98926
Utilities Department (509) 962-7201 (509) 962-7130 fax

LANDLORD AGREEMENT

Account Name _____

Service Address of Rental _____

Service Account Number _____

Owner _____ Phone (____) _____

Manager _____ Phone (____) _____

Please indicate your preference for utility service between renters by checking the appropriate box below.

.....

Do Not Leave Utilities on Between Renters

Always Leave Utilities on Between Renters

Leave Utilities on Between Renters in Winter Only
(Effective October 1st through March 31st)

Please mail billings for charges incurred between renters to:

.....

The City of Ellensburg reserves the right to cancel the agreement with the Landlord for service between renters if payment for between-tenant utility billing is not made in a timely manner. Notification is sent to the Landlord if we must cancel previous arrangements.

I understand the conditions of this agreement and acknowledge responsibility for incurred charges between renters if a "Leave On" of utilities has been selected.

Signature _____ Date _____
Title _____