



# CITY OF BANDERA

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## Landlord Interim Billing Agreement

### What is it?

A Landlord Interim Billing Agreement is a contractual agreement that ensures the continuance of water, sewer, and trash services between tenants for rental properties.

### Who is eligible?

Any property owner, landlord, or property management company that has a site, or multiple sites, they wish to place on the agreement.

### Benefit to landlords:

-It saves money. The connection and disconnection fees fall on the tenant, saving the landlord money every time the property is leased.

-It saves time. The landlord does not have to call in between tenants to assume responsibility for the billing of services.

-It ensures that the water/sewer/trash services between tenants will not be disconnected, thereby preventing potential damage to pipes and property due to cold weather.

-Landlords have the option of authorizing property managers or management companies to act on their behalf to discuss and make changes to their accounts.

### How it works:

1. Landlord concedes that he/she owns or manages the property described below and leases it to a tenant who utilizes the water/sewer/trash services from the City of Bandera.
2. Landlord does not want the property described above to be left without utility services after the tenant has given notice to discontinue lease and terminates their account with a Utility Disconnect Form to The City of Bandera.
3. When tenant requests services to be terminated from their name, the City of Bandera will read the water meter and render a final bill for the tenant and transfer the account for continuous service to applicant until another lease is issued on the property.
4. If tenant does not notify the City of Bandera of a discontinuation of their account and terminates their lease with Landlord, this agreement holds the Landlord accountable for the balance of the tenant's final bill.
5. Applicant agrees to be responsible for all bills for interim service, including any applicable minimum charges or service charges, for all units within Applicants Service Address(es).
6. The City of Bandera will send bills for interim service, including any applicable minimum charges or service charges, to applicant at the mailing address shown below.
7. Since this is a contractual agreement, the landlord will need to complete and submit the form to the Utility Clerk at the City of Bandera before landlord status can be set in the account.
8. Once the completed form is returned to the City of Bandera, the interim billing agreement will be established. The hard copy serves as a contract between the City of Bandera and the landlord.
9. This agreement may not be assigned, in whole or in part, to another party.
10. This agreement will remain in effect until the landlord submits a completed **Landlord Interim Billing Agreement Cancellation Form** to the City of Bandera Utility Office. The landlord remains responsible for all billing at the listed service address(es) until the cancellation form has been received, processed, and confirmed by the City of Bandera.

**\*\*If the tenant fails to sign a utility agreement with the City of Bandera to transfer the utilities of said property into their own name, the landlord is responsible for any fees or charges incurred by the tenant.**

**Property Owner/Manager:**

Customer/Business name: \_\_\_\_\_

Service address: \_\_\_\_\_

Mailing address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone number: \_\_\_\_\_ Other phone: \_\_\_\_\_

**Addresses to be covered under automatic transfer**


**I certify that the above information is true and accurate, and I agree to comply with all rules and regulations outlined in the City of Bandera Code of Ordinances. I, the undersigned, further understand and agree that I will remain responsible for all billing at the listed service address(es) until a properly completed Cancellation Form has been submitted and processed by the City of Bandera Utility Office.**

Signature: \_\_\_\_\_

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

<p><b>FOR CITY USE ONLY:</b></p> <p>DATE: _____ INITIALS: _____</p>
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