

**PROPERTIES INCLUDED IN THE  
BILLING OF VACANT RENTAL PROPERTY AGREEMENT**

Owner/Property Manager will select one of the following options to apply during time of tenant vacancy for each of their buildings. Please fax (507-234-5236) or mail (Janesville Municipal Utilities, 101 N Mott St., PO Box O, Janesville, MN 56048) this page with the completed Billing of Vacant Rental Property Agreement. Additional addresses may be included on a separate sheet of paper.

**Automatic Turn On (ATO) Option** – Owner/Property Manager accepts responsibility for payment of utility bills and authorizes Janesville Municipal Utilities to place the following rental unit(s) electric and/or water, sewer services in the Owner/Property Management name during periods of tenant vacancies.

**Lock on Disconnect (LOD) Option** – Owner/Property Manager agrees that Janesville Municipal Utilities will disconnect rental unit(s) electric and/or water, sewer service and service will be reconnected when notified by Owner, Property Manager or Tenant. Landlord will be assessed disconnect and connect charges for these facilities as applicable Owner/Property Manager is advised that unless the facility is properly weatherized for all conditions, the Lock on Disconnect option may endanger health and/or result in property damage.

New ___ Delete ___ ATO ___ LOD ___ Building Name _____ City State Zip _____ Management Company _____ Contact _____	Date of Effective Change ___/___/___ Address _____ Telephone Number _____
New ___ Delete ___ ATO ___ LOD ___ Building Name _____ City State Zip _____ Management Company _____ Contact _____	Date of Effective Change ___/___/___ Address _____ Telephone Number _____
New ___ Delete ___ ATO ___ LOD ___ Building Name _____ City State Zip _____ Management Company _____ Contact _____	Date of Effective Change ___/___/___ Address _____ Telephone Number _____
New ___ Delete ___ ATO ___ LOD ___ Building Name _____ City State Zip _____ Management Company _____ Contact _____	Date of Effective Change ___/___/___ Address _____ Telephone Number _____
New ___ Delete ___ ATO ___ LOD ___ Building Name _____ City State Zip _____ Management Company _____ Contact _____	Date of Effective Change ___/___/___ Address _____ Telephone Number _____

Landlord Company \_\_\_\_\_ Date \_\_\_\_\_ Phone \_\_\_\_\_  
 Contact Name \_\_\_\_\_ Signature \_\_\_\_\_

Date received \_\_\_\_\_ By \_\_\_\_\_

## BILLING OF VACANT RENTAL PROPERTY AGREEMENT

<b>Owner Name or Legal Business Name</b> _____			
<b>Owner Contact, Last Name</b> _____		<b>First Name</b> _____	
<b>Title</b> _____	<b>Telephone</b> _____	<b>E-mail</b> _____	
<b>Contact Address</b> _____			
<b>City, State, Zip Code</b> _____			
<b>Tax ID</b> _____			
<b>Management Company</b> _____			
<b>Management Company Contact Last Name</b> _____		<b>First</b> _____	
<b>Title</b> _____	<b>Telephone</b> _____	<b>E-mail</b> _____	
<b>Contact Address</b> _____			
<b>City, State, Zip Code</b> _____			

<b>Billing Address</b> _____
<b>City, State, Zip Code</b> _____

### **Description of Agreement Options**

#### **Automatic Turn On Option (ATO)**

As Owner/ Property Manager ("Landlord") for the following properties, I hereby request service pursuant to the Billing of Vacant Rental Property Agreement under which Janesville Municipal Utilities will provide and bill rental unit(s) electric and/or water, sewer during periods of tenant vacancies, as notified by either Tenant or Landlord (if the Tenant has signed the Tenant Application for Landlord to Start/End Service). Owner/Landlord accepts responsibility for payments of all Janesville Municipal Utilities electric and/or water, sewer billing for rental unit(s) during periods of vacancy for the attached addresses. Accurate and current information is imperative to insure no interruption of service. Failure to notify Janesville Municipal Utilities in writing of the sale or ownership transfer of facilities within three business days may result in Late Payment Charges and/or billing may revert to the Landlord of record. The Agreement must be fully completed and faxed (507-234-5236) or mailed (Janesville Municipal Utilities, 101 N. Mott St., PO Box O, Janesville, MN 56048).

#### **Lock on Disconnect Option**

As an Owner/Property Manager ("Landlord") for the following properties, I hereby request service pursuant to the Billing of Vacant Rental Property Agreement. When a vacancy occurs, Janesville Municipal Utilities will disconnect service and subsequently reconnect service when notified by the Landlord or Tenant at the attached rental unit(s). I understand I will be assessed disconnect and connect charges for these facilities as applicable. Owner/Property manager is advised that unless the facility is properly weatherized for all conditions, the Lock on Disconnect option may endanger health and/or result in property damage. Accurate and current information is imperative to insure no interruption of service. Failure to notify Janesville Municipal Utilities in writing of the sale or ownership transfer of facilities within three business days may result in Late Payment Charges and/or billing may revert to the Owner/Landlord of record. The Agreement must be fully completed and faxed (507-234-5236) or mailed (Janesville Municipal Utilities, 101 N. Mott St., PO Box O, Janesville, MN 56048).

By signing this Agreement, the landlord will be subject to rules and regulations as specified in the Billing of Vacant Rental Property Agreement. The service is subject to Company's General Rules & Regulations. Company reserves the right to make changes from time to time in the administration of this service and may choose to discontinue this service. Company will notify participating Landlords of any changes to the Agreement. Upon written notice to Janesville Municipal Utilities, Landlord may terminate this agreement.

**Owner Name** \_\_\_\_\_ **Date** \_\_\_\_\_ **Phone** \_\_\_\_\_  
**Owner Signature** \_\_\_\_\_ **Title** \_\_\_\_\_  
**Management Company Name** \_\_\_\_\_  
**Authorized Signature** \_\_\_\_\_

**Date received** \_\_\_\_\_ **By** \_\_\_\_\_