



# City of Charlottesville Landlord Agreement

City of Charlottesville Utility Billing Office

PO Box 591 Charlottesville, VA 22902-0591

Fax Number: 434 970-3212 Phone Number: 434 970-3211



This form is a request to automatically place the utilities provided by the City of Charlottesville at the address or addresses listed below in the name of \_\_\_\_\_, the record owner of the property, whenever a tenant at any of the addresses requests disconnection. This request is only for the specific service addresses listed below. I understand that there will be an initiation fee on my bill each time utilities are placed in my name, and that I will be responsible for all utility usage at the address for so long as the utility remains in my name. This Agreement is not applicable if service is disconnected for nonpayment of a bill.

The service addresses that I wish to include are: (use separate sheet, if necessary)

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

### Mail all bills to:

Name: \_\_\_\_\_ Daytime Phone # \_\_\_\_\_  
Address: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
\_\_\_\_\_ Email address \_\_\_\_\_

Social Security or Federal Tax ID Number: \_\_\_\_\_

I agree that the City of Charlottesville will put City utility service in my name for the listed addresses each time a tenant at one of the addresses requests disconnection. I will pay an initiation fee each time a utility is placed in my name, and be responsible for all utility bills during the period when service is in my name. Disconnections for nonpayment are not included in this agreement. **This agreement will remain in effect until the City of Charlottesville receives written notice from me canceling the agreement and the City of Charlottesville provides written confirmation of receipt of the cancellation letter.** \_\_\_\_\_ *Initial*

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature\*: \_\_\_\_\_ Date: \_\_\_\_\_

**\*Signature must be of Individual Property Owner, Sole Proprietor, Corporate Officer or General Partner.**

This agreement is not effective until it has been signed by a representative of the City of Charlottesville Utility Billing Office and a copy of the agreement has been sent to the Customer.

**The City of Charlottesville accepts the above agreement with our customer.**

Signature \_\_\_\_\_ Date: \_\_\_\_\_  
(To be signed by UBO personnel only)

## City of Charlottesville Landlord Agreement FAQ's

**When does the agreement start?** *The agreement starts when the City of Charlottesville Utility Billing Office has received your request and has sent you written confirmation signed by a city representative.*

**How much is the initiation fee to put service in my name?** *The fee is \$30.00*

**Do I pay the fee every time a utility is put in my name?** *Yes, the fee will show on your bill for each occurrence.*

**What happens if my tenant calls for disconnection and then two days later my new tenant calls for connection?** *The service will go into your name for any time period that you do not have a tenant on the account for an address that you have an agreement. This could be for one or more days depending on how your tenants handle this. There are no exceptions to the initiation fees.*

**What happens when my tenant is cut off for nonpayment?** *The agreement to place service in your name does not apply if service is discontinued for nonpayment. If a customer has not made payment within seven (7) days after service is discontinued, the service will no longer be in the customer's name. At this point, we may attempt to contact you to determine if you want service turned on and placed in your name. It is very important that you give us up-to-date contact information.*

**How do I stop the agreement?** *To stop the agreement you must provide us with signed written notice informing us that the agreement is canceled with regard to one or more of the listed addresses. The agreement may be canceled in total or just for certain addresses. Please include your daytime phone number in case we have a question. We will respond with a confirmation that we have received your letter and will no longer put an address in your name. Once you have received the confirmation, your agreement with the City of Charlottesville will be canceled as requested.*