



## Landlord/Property Management Utility Transfer Agreement

\_\_\_\_\_  
Company or Individual

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

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

As property owner/management of \_\_\_\_\_ I, \_\_\_\_\_, give The Town of Lexington permission to automatically transfer water and/or sewer services into my name when tenants vacate my property.

I understand that disconnection for non-payment of Town of Lexington's utility bills takes place each month on the 15<sup>th</sup> and that it is my responsibility to notify the Town of Lexington if my tenants have actually moved out of the property. Automatic transfer of services may not be effective if the Town of Lexington has disconnected or plugged service related to non-payment.

The town's monthly bills for water and/or sewer services are calculated by base charges and gallons of water or sewer used on each meter. I understand that I will be responsible for all fees associated with my account, including a new service fee on the initial bill each time service is established.

If there are any changes in ownership or management of the property(s) or I obtain ownership or management of additional properties, I will notify the Town of Lexington immediately. Any changes will require an updated signed agreement to be kept on file at the Town of Lexington.

The Town of Lexington has permission to automatically transfer the following properties into my name when a tenant gives notice of disconnection:

\_\_\_\_\_  
Address Account #

\_\_\_\_\_  
Address Account #

\_\_\_\_\_  
Address Account #  
*List additional properties on back*

Signature Printed Name Phone Date

\*\*\*\*\*FINANCE DEPARTMENT USE ONLY\*\*\*\*\*

Agreement Received By \_\_\_\_\_ Identification Type & Number \_\_\_\_\_ Effective Date \_\_\_\_\_

Landlord/owner \_\_\_\_\_ or Property management \_\_\_\_\_ Service Application Complete \_\_\_\_\_ Verified Ownership or management \_\_\_\_\_

Verification Method: Closing Docs \_\_\_\_\_ Lex Co Website \_\_\_\_\_ Property management Docs \_\_\_\_\_ Bus Lic # \_\_\_\_\_



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*Additional Properties:*

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