



# CITY OF HAYSVILLE, KANSAS

200 W. GRAND AVENUE - P.O. BOX 404 - HAYSVILLE, KS 67060  
(316) 529-5900 - FAX (316) 529-5925 - WWW.HAYSVILLEKS.GOV

## LANDLORD AGREEMENT

The City of Haysville's Water/Sewer Department requires a signed Landlord Agreement Form to continue utility services during the period between tenants at your rental properties. The Form is to be updated every two years (or as needed, when changes occur). If our office does not have a written agreement on file, the utility services will automatically be disconnected in between tenants, unless a utility account is set-up by the property owner at least 24 hours prior to the date of disconnection (set-up fees apply).

By signing this agreement, you are accepting responsibility for the water/sewer bills between the time the service to outgoing tenants is terminated and when service to incoming tenants is initiated. You are not, however, accepting responsibility for service while the account is in your tenant's name. **For this reason, while service is in your tenant's name, the City of Haysville reserves the right to terminate service to your tenant due to non-payment of their utility bill.** If services for your tenant are terminated due to non-payment, those services will be reinstated in the Landlord's name after 10 business days. However, at your request, the service can be restored in the Landlord's name at any time.

The Landlord is responsible for ALL charges billed when reverted back to the Landlord, including base fees and consumption charges. Base fees apply simply for having access to water, regardless of usage. Examples of situations that may result in charges include, but are not limited to:

- Vandalism, especially usage of outside faucets at unoccupied dwellings.
- Inside property damage due to faucets being left unattended.
- Inside property damage due to plumbing leaks, faulty hot water tanks, or frozen lines.

Any request for a leak adjustment will be reviewed and based on the standard leak adjustment policy.

Please list all of your rental properties on the following agreement form. If anyone other than you will manage your properties or needs authority to schedule utility connections, they must be listed on the form.

### FEES:

- Initial Service Fee: \$100.00 (does not apply to renewals)
- Transfer Fee: \$15.00 per occurrence (added to water bill)

### ADDITIONAL NOTES TO LANDLORDS AND PROPERTY OWNERS

**Services will be denied to all applicants who have an outstanding water/sewer bill with the City of Haysville.**

When an account is reverted back to the Landlord's name due to a non-payment by the tenant, the Landlord will be notified via a letter.

If you should obtain new rental property not listed on your current Landlord Agreement, please notify the City of Haysville in writing so that it may be added to your agreement.

If you should sell a property that is listed on your Landlord Agreement, please notify the City in writing. Charges incurred when reverted back to the Landlord will be the responsibility of the Landlord who signed the contract. Therefore, it is the responsibility of the owner to ensure account information is current (i.e. property has been sold, new mailing address, phone #'s, etc.).

Please complete and return the Landlord Agreement Form and any fees to the City of Haysville at:

City of Haysville  
Utility Billing  
P.O. Box 404  
Haysville, KS 67060

# LANDLORD AGREEMENT FORM

No Fee is required for property list or contact updates.

Name of Property Owner/Landlord: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Social Security or Tax Identification Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Other Authorized Personnel:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

List of Properties: ☐ Complete Property List is Attached. ☐ Additional Properties are Attached

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Would you like to be included on a Landlord list (name and phone number) that is given out to prospective renters when they are searching for a rental home in our area? ☐ YES ☐ NO

***I, the undersigned, agree to the terms stated in the attached Landlord Agreement, and I am taking full responsibility for all addresses included in this request.***

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## For Office Use Only:

Date Received: \_\_\_\_\_ By: \_\_\_\_\_ Fee: \_\_\_\_\_ Receipt No.: \_\_\_\_\_