



**Mayor**  
Terry Palmer

**City Council**  
Andrea Anderson  
Corinne N. Bolduc  
Michael Gailey  
Dave Maughan  
Jordan Savage

Dear Rental property owners and/or Property Management companies;

All homeowners or property management companies who have rental properties will follow these guidelines.

- Required to keep utility services in either owner's name or property manager's name. Notify us immediately if you are using or change property managers.
- Responsible for collection of utility payments from tenants and make sure the city receives payments prior to the 25<sup>th</sup> of each month. All un-paid balance left by departing tenants become the responsibility of the homeowner.
- Delinquent payments will result in disconnection of services. An administration fee of \$35.00 for first occurrence and \$50.00 for each occurrence thereafter along with the balance due will be required before services are restored.
- Required to notify Utility department 801-825-1477 when home is vacant between renters for a discount on billing rates. If we are not notified you will be responsible for full charges.
- Any account on a discounted rate which we verify services are being used and the home is vacant or not will be responsible for all back charges for services.
- All changes regarding quantity of garbage cans will come from home owners or property managers only. If cans are damaged, renters may call the city when cans are empty, cleaned out and left on curb for replacement.
- Renters are encouraged to come to the city Municipal building and receive a Welcome Packet which includes valuable city information.
- If you would like a copy of the utility bill to be sent directly to the tenant, please notify the city of current tenant information.

Please have renters contact us when moving so deposits can be credited. This will take effect with the change of new renters.

For any questions regarding this change, please contact Syracuse City Utility Department 825-1477.

Syracuse City