



Syracuse City

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Dear Rental property owners;

This is to inform you of a new policy that has been approved to begin November 1, 2008. These changes are necessary due to the growth of rental properties within our city and lack of communication between renters moving in and out causing a continuing process of billing adjustments and time spent on gathering information.

All homeowners who have rental properties will follow these guidelines.

- Required to keep utility services in either your 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 25th of each month.
- Delinquent payments will result in disconnection of services. A reconnection 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 opt. 1 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.

Homes currently with renters will proceed as they have been until they move out. 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-opt. 1.

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