

**City of Hutchinson Utility Billing Department  
Service Transfer Program**



The Service Transfer Program enables property owners ("landlords") to retain utility service for property which is vacated by a tenant and to be responsible for utility charges for that property in the interim period.

This outlines the terms of the policy. The City reserves the right to modify the terms and to discontinue the program with or without notice to participants.

**Conditions Of Program**

1. Participation in the program does not reduce or eliminate charges established by City ordinance. Disconnect and/or reconnect fees will be imposed whenever a service is changed from one account to another.
2. Only owners of rental property are eligible to participate in the program, but the owner may designate in writing an agent to act on his behalf. After receiving written notification, the City will rely upon the authority of the agent until notified otherwise in writing by the property owner.
3. A tenant of a landlord who is enrolled in the Service Transfer Program who does not make a timely payment of utility charges or violates other requirements of city code will be subject to discontinuation of service. At that time, the account will not be transferred to that of the landlord and the utility connection will be physically disconnected.
4. The landlord is liable for costs, expenses and damages incurred in these circumstances:
  - a. Utility services furnished during the period the account is in the name of the landlord;
  - b. A vacating tenant, accidentally or otherwise, leaves water running and causes damages or incurs additional water expense for the landlord.

**Procedure**

1. A landlord who wishes to participate in the program must identify in writing each property to be included. Additions must be made in writing.
2. A participant in the program must provide a current mailing address for the Utility Billing department. Service charges for all properties must be paid on time to prevent service discontinuation.
3. When the tenant of a landlord participating in the program requests that utility service be discontinued, the City will immediately transfer such account to the landlord's name and continue the actual service connection. The request by the tenant for discontinuance of service may be made in person or by telephone. The landlord is liable for all charges assessed from the date the account is transferred from the account of the tenant to the account of the landlord.

**Disclaimers**

1. The City is not liable for property or other damage caused directly or indirectly by a tenant after vacation of a property.
2. The City is not liable for the cost of excessive quantities of water, the use of which is caused by the acts of a tenant.
3. The City will not investigate the circumstances of unusually high water consumption except in response to a specific request or pursuant to its routine review procedures.

To participate in the utility service transfer program, please list properties to be covered, and indicate a current mailing address of property owner. Any additions or deletions from this list must be presented to the utility billing office in writing. This document must be signed and dated to be considered valid.

List the address of all properties to be included in the Utility Service Transfer Program

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
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11. \_\_\_\_\_
12. \_\_\_\_\_
13. \_\_\_\_\_
14. \_\_\_\_\_
15. \_\_\_\_\_
16. \_\_\_\_\_
17. \_\_\_\_\_
18. \_\_\_\_\_
19. \_\_\_\_\_
20. \_\_\_\_\_

\_\_\_\_\_  
*Printed Name*

\_\_\_\_\_  
*Signature*

**Signature  
Required**

\_\_\_\_\_  
*Current Mailing Address , City, State, Zip*

\_\_\_\_\_  
*Phone Number*

\_\_\_\_\_  
*Date*