

**SCHEDULE "C"  
LANDLORD – TENANT AGREEMENT**



## LANDLORD AGREEMENT

### Service Transfer for Water/sewer utility billing

As the Landlord, I authorize the City of Melville, without further instruction, to continue providing services for the following property/properties upon being notified by the vacating tenant or Government agency, until such time that a new tenant applies for service. There will be a \$50 per property service fee charged upon setup, but subsequent transfer fees will be waived each time the City transfers billing from a vacating tenant to the Landlord. Each property will also require a refundable meter deposit of \$215 or \$240 depending on meter size. This deposit will be held until the Landlord terminates this agreement. Upon termination of the agreement, the deposit will be applied to any outstanding balance and any remaining credit above \$5.00 will be refunded. I accept responsibility for all charges related to said properties between notifications for application of service.

Landlord Name:

Mailing Address:

Billing Address (if different than above):

Home Phone:

Cell Phone:

Additional:

Property Address(es):


**NOTE:** Water will be turned off without notice to the Landlord if the tenant is to be disconnected for non-payment.

Property Manager Name:

Mailing Address:

Home Phone:

Cell Phone:

Additional:

**NOTE:** Please be advised that the person listed as Property Manager will have full access to account information.

**Signatures**

Signature of Landlord:

Date:

Signature of Property Manager:

Date:

**\*\*\*PROPERTY OWNERSHIP CHANGE DOES NOT AUTOMATICALLY CANCEL THE LANDLORD AGREEMENT. THE AGREEMENT WILL REMAIN IN EFFECT UNTIL CANCELLED IN WRITING. \*\*\***

**for office use only**

Connection fee: \$50 x # of properties \_\_\_\_ = \$ \_\_\_\_

Deposit: \$215 \$240

Receipt #:

I have reviewed and verified that the applicant's identification matches the information provided on this form.

Name:

Signature:

Date: