



September 2021

City of Siloam Springs Utility Billing Division
P.O. Box 80, Siloam Springs, AR 72761

Re: Attention Landlords- "Revert-to Owner Agreement for Rental Property Owners or Agents"
agreement update and information.

If you are a rental property owner or agent, you can request that utility services to designated properties be transferred to your name and continued without interruption when a tenant terminates service (as outlined in the specified conditions below).

Simply print and complete the attached Agreement, and fax, mail, email, or hand deliver to the Utility Billing office in City Hall (contact information is on the Agreement). Be sure to list all the rental properties you want included in the agreement.

Please note:

- There will be a \$25 Service fee each time electric and/or water services are transferred into the owner or rental agent's name.
- The agreement is effective as soon as we receive it.

If you have questions, email: serviceorder@siloamsprings.com or call the Utility Billing Division office at 479-524-5136 ext 1.

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Revert-to-Owner Agreement

Return this completed agreement to the mailing address or email address shown at the bottom, or fax to 1-800-362-0658. Please keep a copy for your records.

Please complete in the following required information:

Print Owner/Landlord Name: _____

Circle One: Property Owner / Property Manager

Daytime Phone: _____

Business Mailing Address: _____

Email Address: _____

Business/ Company Name: _____

WHEREAS: In the accompanying list below, please place the following service locations into the name of: _____, to be hereinafter referred to as "Landlord" who is the owner or rental agent of rental units (the location of said units are indicated on the list enclosed with this application) receiving service from City of Siloam Springs and:

WHEREAS: Landlord wishes to maintain continuous utility service at such locations during periods when such units are unoccupied:

NOW, THEREFORE, in consideration of mutual agreements herein:

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1. **Landlord agrees to be responsible for the payment of all utility service rendered during such periods when the service is in the Landlord's name.** Delinquency of Landlord's bill could result in termination of this agreement. City of Siloam Springs will notify the Landlord in writing of such action. In such event, City of Siloam Springs may refuse to provide this automatic transfer service to the Landlord in the future.

2. City of Siloam Springs will not notify a landlord every time a service is transferred into their name.

3. City of Siloam Springs agrees to continue its service at such locations and to transfer the billing for interim periods when such premises are unoccupied to Landlord in accordance with this agreement.

4. It is mutually understood and agreed that the sole purpose of this agreement is to maintain continuity of service at rental property of Landlord in the event departing tenant orders City of Siloam Springs to discontinue service.

5. It is further mutually understood that this agreement does not cover discontinuance of service resulting from lack of identification or credit references, failure to pay bad debt or security deposit at time of tenant turn on, or non-payment of utility billings, i.e., if tenant is delinquent in paying his/her utility bills, service will be discontinued without notice to the landlord. This agreement does not extend obligations of City of Siloam Springs to Landlord beyond those provided by law.

6. Landlord agrees to promptly notify City of Siloam Springs in writing when he or she wishes to change the billing address for this agreement, sells the property(ies), ceases to operate the covered rental units, or needs to add or delete properties. In addition, any request for turn-off of utility service at the specific rental unit already transferred into the Landlord's name, whether temporary or permanent, must also be in writing via email: serviceorder@siloamsprings.com or faxed to 855-201-7305.

7. No bills can be disputed for an address that was reverted into Landlord's name from a disconnect notice received from tenant.

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List all service addresses to be included in this agreement are (attach separate sheet, if necessary):

Following a transfer, please mail the utility bills to the following billing address:

Business Name: _____

Mailing Address: _____

Sole Proprietors must sign. Corporations require a corporate officer's signature. Partnerships require a general partner's signature. Please also attached a picture ID of person signing form to be kept on file.

Mail form and copy of photo ID to:

ATTN: Utility Billing Supervisor

City of Siloam Springs

P.O. Box 80

Siloam Springs, AR 72761

Email form and copy of photo ID to:

tburrows@siloamsprings.com

Hand deliver form and copy of photo ID to:

Utility Billing Office

City Hall

400 N Broadway Street

Siloam Springs, AR 72761

Signature: _____

Date: _____

(End)