

Board of Public Works – City of Auburn, NE
Landlord Utility Agreement
Services Revert to Owner (RTO) Program Provisions

I request to participate in the BPW Revert to Owner (RTO) Service Program that is available to owners or property managers who wish to maintain water and/or electric service(s) at their properties between tenants without having the service disconnected. The following information should be used to establish accounts between tenants:

Legal Name of Owner: _____

Property Manager: _____

Mailing Address: _____

Federal Tax ID _____ or Social Security # _____

Contact Name _____ Contact Phone _____

Contact Email _____

I acknowledge that I have read and understand the provisions of the RTO program.

Authorized Signature _____

Title _____ Date _____

*The Legal Name of the Company is the account name.

Property Name	Service Address
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

If you have any additional questions, please contact us at 402-274-4981.

Board of Public Works – City of Auburn, NE
Landlord Utility Agreement
Services Revert to Owner (RTO) Program Provisions

When a tenant requests disconnection of services at a rental property, services will not be disconnected. Instead, the BPW will use the final readings from the tenant and automatically set up the account in the name shown on the Revert to Owner (RTO) authorization form with the following exceptions:

- a. The service will not be automatically transferred into the RTO account name if the service to a resident has been disconnected for nonpayment of bill or violation of BPW service regulations.
- b. If changes are made to the electrical wiring or plumbing in the facility that require an inspection.
- c. If changes are made in an attempt to tamper with metering equipment.

Garbage service will terminate 5 working days after notification of disconnection of services, to ensure that resident trash is collected after they leave.

Owner will be billed a connection fee, monthly fees and the RTO participant is responsible for all usage incurred at any location in the RTO account name until the BPW receives notice to remove the account from the RTO Service Program.

In order to participate in the Revert to Owner (RTO) Service Program, the owner or property manager will identify the service address as shown on BPW's records. Thereafter, the owner or property manager must notify the BPW of accounts to be added or deleted from the RTO service program by submitting a list of revisions, additions or deletions to the list due to sale of the property or any other reason.

Owner or Property Manager is responsible for keeping all contact information up to date so that notification of transfer can be made. Notification of transfer will be done by either phone or email.

Revert to Owner Service will apply to all electric/water/sewer and garbage services agreements on the designated account.

If after notification of account transfer to owner and the owner then request that the service(s) need to be disconnected then in which the BPW would incur a special trip then a Disconnection fee listed below would be applied the RTO Account.

Failure to pay any bills while service is in the name of the property owner or manager may result in transfer of the outstanding balance to another account, disconnection of service and/or removal from this RTO program.

If satisfactory payment history is not maintained, accounts will be removed from RTO. It takes a minimum of one year to establish a satisfactory payment record. Once satisfactory payment history is reestablished, you may reapply for the RTO program.

CONNECTION FEES

Connection/Disconnection fee where a special trip to the service location is required

Normal Business Hours	\$20.00
One or all Services per trip	