

Board of Public Works – City of Auburn, NE  
**Landlord Utility Agreement**  
**Services Disconnection (SD) Program Provisions**

I request to participate in the BPW Services Disconnection (SD) Program that is available to owners or property managers who wish to **NOT** maintain water and/or electric service(s) at their properties between tenants by having the services disconnected. The following information should be used to establish accounts between residents:

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 SD program.

Authorized Signature \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

**Property Name**

**Service Address**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

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

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When a tenant requests disconnection of a rental property, service will be disconnected. The BPW will read the meters and disconnect all services to the account with the following exceptions:

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 all non-meter monthly charges such as non-meter water and wastewater. The BPW will notify the owner of such transaction**

If an owner or property manager after notification elects to have services reconnected then the Connection/Disconnection fees, would apply and charged to the account in which a second trip the location is required.

In order to participate in the Services Disconnection (SD) 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 SD 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.

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 SD program.

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