

**RENTAL PROPERTY FORM**

Recognizing that as a landlord, you have unique customer needs, the Centerville Municipal Waterworks is providing this form to assist you in better managing your properties and protecting your interests. Landlords are encouraged to complete this form for each property that you own or manage. You may also obtain hard copies of the form by contacting the Centerville Municipal Waterworks at 641-856-8495 or downloading the form from our website at [www.centerville-ia.org](http://www.centerville-ia.org).

**LANDLORD INFORMATION:**

Landlord Name:

Landlord Phone Number:

Landlord Mailing Address:

Landlord Address 2:

Landlord City/State/Zip:

Landlord E-mail:

**SERVICE INFORMATION:**

Service Address (residential rental property):

Account Number:

City/State/Zip:

**WATER AND SEWER LIEN EXEMPTION REQUEST**

The undersigned represents that he or she is the landlord of the separately metered, residential rental property identified above, that such property is occupied or is about to be occupied by the tenant identified below, and that the tenant is liable for the rates or charges. The undersigned requests an exemption from the possibility of a lien for water and sewer service to such property in accordance with sections 384.84(4)(d), and (4)(e) Code of Iowa. The Centerville Municipal Waterworks must receive a new written notice within thirty business days if there is a change in ownership. Failure to provide said written notices will nullify water and sewer lien exemption.

Yes \_\_\_\_\_ No \_\_\_\_\_

**TENANT INFORMATION:**

Tenant Name:

Second Name:

Date of Occupancy Commencement:

Tenant Phone Number:

**REQUEST FOR NOTICE**

Pursuant to section 384.84(3)(c), Code of Iowa, the undersigned hereby represents that he or she is the owner / property manager of record on the residential rental property identified above, and hereby requests that he or she be given notice to the mailing address indicated above of any delinquent utility charges.

Yes \_\_\_\_\_ No \_\_\_\_\_

**REQUEST FOR CHANGE OF NAME**

Pursuant to section 384.84(3)(c), Code of Iowa, the undersigned hereby represents that he or she is the owner / property manager of record on the property identified above, and hereby requests that he or she be given notice to the mailing address indicated above of any change of name of the account holder.

Yes \_\_\_\_\_ No \_\_\_\_\_

**CHANGE OF ACCOUNT**

As the owner / property manager of the listed property above, I authorize the water service to be automatically put into my name upon the request for a final billing from the then existing tenant. I understand that I will not be notified when this change takes place. Owner / property manager will notify the Centerville Municipal Waterworks, in writing, if this document is to be permanently cancelled.

Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Signature of Landlord

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name of Landlord

**OFFICE USE ONLY**

A deposit in the amount of \$ \_\_\_\_\_ has been paid. Receipt of this notice and deposit are hereby acknowledged by:

Received by: \_\_\_\_\_  
(Print Name)

Date Received: \_\_\_\_\_

Deposit to be returned to: Landlord \_\_\_\_\_ Tenant \_\_\_\_\_

(One copy of form is to be retained by the Centerville Municipal Waterworks and one copy is to be returned to the landlord.)

- \_\_\_\_\_ Mail back to landlord at the mailing address indicated above.
- \_\_\_\_\_ E-mail back to landlord at the e-mail address indicated above.
- \_\_\_\_\_ Hand back form to tenant to handle return of form to landlord.