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**BILLING OF VACANT PROPERTY AGREEMENT**

Owners/managers can preselect the action Janesville Utilities will take when properties are in periods of vacancy. This agreement is intended to help the owners/managers avoid unnecessary disconnections. The options are as follows:

**Automatic Turn-On:** Service is automatically transferred back to the owner/manager when a resident moves out. This option does not provide a transfer to owner/manager to avoid a disconnection due to non-payment. Janesville Utilities is not responsible for disconnections or delays in transfer if not properly notified to discontinue service.

**Lock-On Disconnect:** Service is physically disconnected when a resident moves out and reconnected when a new resident moves in. A \$ 100.00 reconnection fee will be charged and must be collected prior to the reconnection of service.

**Owner/Manager:** \_\_\_\_\_

*(Accounts under a business name must also complete a Personal Guarantee of Payment form)*

**Billing Address:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**The following properties shall be included in the Billing of Vacant Property Agreement:**

1. **Physical Address:** \_\_\_\_\_ *Janesville, MN* **Unit(s):** \_\_\_\_\_

**This property shall be designated as:**     **Automatic Turn-On**         **Lock On-Disconnect**

2. **Physical Address:** \_\_\_\_\_ *Janesville, MN* **Unit(s):** \_\_\_\_\_

**This property shall be designated as:**     **Automatic Turn-On**         **Lock On-Disconnect**

3. **Physical Address:** \_\_\_\_\_ *Janesville, MN* **Unit(s):** \_\_\_\_\_

**This property shall be designated as:**     **Automatic Turn-On**         **Lock On-Disconnect**

*(Additional properties may be submitted on secondary sheet)*

*By signing this Agreement the owner/manager is subject to the Janesville Utilities policy and procedures. Janesville Utilities reserves the right to make changes to the policy and procedures and to this agreement from time-to-time and may choose to discontinue this service. This agreement may be terminated by the owner/manager upon written notice. Be advised that Lock On-Disconnect option may endanger health and/or result in property damage.*

*This document may only be signed by the Owner/Manager assuming responsibility for utilities during periods of vacancy.*

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

RECEIVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_