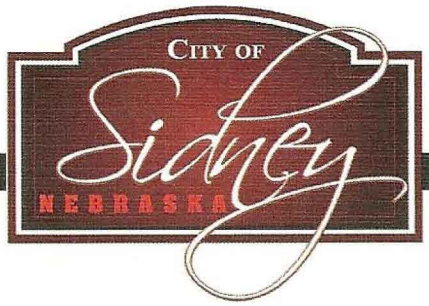
SMALL TOWN VALUES
1115 13TH AVENUE PO BOX 79
SIDNEY NEBRASKA 69162



BIG TIME OPPORTUNITIES
PHONE (308) 254-5300 FAX (308) 254-3164
www.cityofsidney.org

These are the current policies and procedures of the City of Sidney in regards to Landlords.

All rentals are required to have a "**Landlord Deposit**". If you do not have one on file, please contact our office. Without the Landlord Deposit, if your tenant moves out, the services will not automatically roll back into your name.

When your tenant requests utility service, our office will require a **copy of a lease** from you to verify the name requesting utilities matches the name on the lease. Without the copy of the lease, services will not be transferred into the tenant's name. Phone calls in lieu of a lease will not be accepted. If several names appear on the lease, all names will be checked for outstanding balances with the city. Services will not start until all accounts are paid in full.

The Landlord Deposit is a **one-time fee of $70**. A card will be completed with your information including a list of your rentals and contact information. By completing the card, it 1) lets our office know that you have paid, 2) gives us the information we need to know about your rental(s) and 3) what is expected of the landlord. If you purchase more rentals, it is your responsibility to contact our office to update the information. You will not be required to have a Landlord Deposit on each rental as long as you remain in good standing with the City on payments.

Landlords **pay all services except sanitation**. Landlords pay the customer charge on the sewer and they must pay the water / sewer debt fees.

Regular and Termination billing dates will be in effect. If the regular billing is not paid in the time allowed, it will be treated like any other account and will be disconnected. If the termination billing is not paid, it will be transferred to your house account or to an existing account in your name. We encourage you to **set your accounts up in www.xpressbillpay.com**. This will resolve forgetting to pay your accounts.

A **$75 fee will be charged for reconnection** or other services after hours. A $60 fee will be charged during regular business hours if it is a non-emergency or non- repair request.

Realtors – A signed release will be required before information will be released on any account. Please make sure you obtain this from the sellers of the home you have listed. If a seller is signed up for xpressbillpay.com, the seller can obtain and print their history themselves.

We advise you to have your **tenants put the utilities in their name**. You are responsible for the account if you choose not to have them put it in the renter's name. If your tenant is disconnected for non-payment of services, services are left off for 24 hours. (Unfortunately in many cases, the only way to get delinquent accounts in the office to pay their bill is to disconnect their services.) If they fail to contact us to get their services back on within the 24 hours, I will contact you and we can decide where we go from there. In the **event of bad weather**, I will contact you before we disconnect services to verify if your tenant is still there.