



Continuous Service Agreement

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Updated **JUNE 2023**

NOTICE TO APPLICANTS

Forms may be submitted by mail, email, or in person at City Hall. The Continuous Service Agreement allows utility services for a rental unit to automatically revert to the landlord/property manager's account and remain active when a tenant vacates. This helps property owners/managers perform needed services (such as cleaning and repairs) in a vacant unit without having to contact the City of Pooler to have services reconnected.

Owners or authorized property managers enter into a contract with the City and agree to pay for all utility services billed on their "revert to" accounts. When a tenant closes their utility account, services will automatically revert to the Landlord/Property manager's account without interruption. You will receive a utility bill until a new tenant signs up for utility services. At that point, we transfer the service to the new tenant and a prorated final bill will be issued for your account.

OFFICE USE ONLY

Account: _____ Date Received: _____

Processed by: _____ Date Processed: _____

Service Address(es)

Landlord/Property Manager Name

Email

Phone

Mailing Address

Affidavit

If the property has not previously been in the Landlord/Property Manager's name, an application shall be submitted with the Continuous Service Agreement. The continuous service account holder is responsible for informing new tenants of their need to arrange for the transfer of utilities into their individual names at the time of occupancy.



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Any changes to this agreement must be made in writing.

If a tenant is disconnected for non-payment, services will not be reverted into Landlord/Property Manager's name until the City of Pooler is notified to do so.

All related charges for utility services will be billed to the Landlord/Property Manager from the day of transfer and until a tenant begins services or a disconnect request is received.

By signing below, I acknowledge that I am the owner/property manager and accept all responsibility pertaining to this request:

Applicant Name

Applicant Signature

Date