



PHX Customer Services

Landlord/Tenant Transfer of Services Agreement

Directions:

1. Review this Landlord/Tenant Transfer of Service Agreement with the attached Terms and Conditions.
2. Fill in all of the blanks, print the completed form and sign before a notary.
3. Submit form one of two ways:
 - a. Fax Attn. Landlord/Tenant Agreement
 - b. Submit a **scanned** copy by visiting <https://www.phoenix.gov/atyourservice> and selecting the **City Services Bill Documents** service request option. Please remember we do not accept pictures of documents.

Ten digit Account Number:

Preparer's Name: Phone Number:

Primary Account Holder Name:

Type of Entity (please check one):

- Individual/Sole Proprietorship Partnership
 Corporation Limited Partnership (L.P.)
 Limited Liability Company (L.L.C.) Other *(please specify)*

Driver's License Number: or Tax ID Number:
(if individual/sole proprietorship) *(if corporation, L.L.C., partnership, L.P., or other)*

Business Phone Number: Alternate Phone Number:

Name of Business or Property:
(dba name of apartments, shopping center, business park, or n/a if not applicable)

Service Address of Property: Number of Units:
(house number, city, state, zip)

Principal Name: Phone Number:
(sole owner, officer, general partner, member)

Mailing Address:

Email Address:



PHX Customer Services

Landlord/Tenant Transfer of Services Agreement

Authorized Agents:

The city of Phoenix allows the inclusion of no more than five (5) authorized agents on an account. In order to add/change authorized agents, please visit the customer self-service portal at: <https://payonline.phoenix.gov> Please submit copies of all agency contracts—including property management company agreements-- by visiting <https://www.phoenix.gov/atyourservice> and selecting the **City Services Bill Documents** service request option.

I acknowledge that I have read and I am bound by the Terms and Conditions of this Landlord Transfer of Services Agreement, which provide for the automatic transfer of city services to my account to continue services uninterrupted if my tenant orders disconnection.

Landlord Name: _____ Today's Date: _____

Name of Customer of Record/Responsible: _____

Signature (must be notarized): _____

Notary

Notary Stamp Here

The foregoing instrument was acknowledged before me this _____ day of _____,

20____, by _____, the _____ of
(name of sole owner, officer, general partner, member)

_____, on behalf of the
(name of entity, if appropriate)

(type of entity)

Notary public _____ commission expires _____

Mail to Attn. Landlord/Tenant Agreement, 305 W Washington St, Suite 200, Phoenix, AZ 85003 or submit a scanned copy by visiting <https://www.phoenix.gov/atyourservice> and selecting the **City Services Bill Documents** service request option.



PHX Customer Services

Landlord/Tenant Transfer of Services Agreement

Terms and Conditions

This Landlord Transfer of Service Agreement is entered between the City of Phoenix (“**Phoenix**”) and the customer of record/responsible party (“**Landlord**”) as of the date executed by Landlord above.

Section I – Recitals:

1. Landlord is the owner—or managing agent for the owner—of that certain real property listed in the Landlord Transfer of Service Agreement (“**Property**”).
2. Phoenix is the municipal services provider authorized to serve the Property.
3. Landlord is interested in having city services to the Property continue uninterrupted after a tenant of the Property has ordered that the services in tenant’s name be disconnected.

Section II – Transfer of Services:

1. Upon the request of a tenant of the Property that city services be disconnected, Phoenix will—without terminating services to said Property—automatically transfer services to the account of Landlord.
2. Phoenix will invoice Landlord for said city services according to PHOENIX CITY CODE, Chapter 37, Section 63—and Section III of these Terms and Conditions below.
3. Landlord shall pay *all charges* incurred on billing statements on or before payment due date.

Section III – Governing Provisions:

1. The applicable services must be kept in Landlord’s name when the account is not in the name of a tenant.
2. Landlord is liable for *all charges*—including late fees—incurred while services are in Landlord’s name.
3. Landlord is liable for all city services to the Property from the same date a tenant orders the services disconnected, even if the Landlord is not aware that the tenant has stopped the services at the Property.
4. A service establishment fee will be charged each time the service reverts back to Landlord’s name. For the service establishment fee schedule, please refer to PHOENIX CITY CODE, Chapter 37, Section 84.
5. Phoenix may, at any time, require proof of ownership—or management authorization—for the Property and may require the Landlord’s name, mailing address, and other relevant information to accurately identify the Landlord.
6. To cancel this Landlord Transfer of Service Agreement—or if the property has been sold—you must notify Phoenix in writing 30 days prior to the requested cancellation date. Phoenix will continue to invoice Landlord for all city services used at this property under the Terms and Conditions of this Landlord Transfer of Service Agreement until written notification is received.
7. If Landlord does not have acceptable, established credit, Phoenix may require a deposit—or letter of credit—from Landlord for the Property. A copy of the Deposit Policy is on file with the Water Services Department.



PHX Customer Services

Landlord/Tenant Transfer of Services Agreement

Terms and Conditions

(continued)

8. Phoenix shall direct any termination of this Landlord Transfer of Service Agreement to Landlord at Landlord's mailing address.

9. This Agreement as executed is not effective until submitted to Phoenix. Upon request, Landlord will receive a copy of the Agreement on file with Phoenix.

Mail to Attn. Landlord/Tenant Agreement, 305 W Washington St, Suite 200, Phoenix, AZ 85003 or submit a scanned copy by visiting <https://www.phoenix.gov/atyourservice> and selecting the **City Services Bill Documents** service request option