Owner Agreement for Rental Property

PO Box 458 * Veneta, OR 97487 * 541-935-2191 * Fax 541-935-1838 * www.venetaoregon.gov

Instructions:

1. Complete this agreement in its entirety and sign.
2. Submit agreement to City by one of the following methods:
   - a) In person: 88184 8th Street , Veneta
   - b) Fax to: (541) 935-1838 Attn: Utility Billing
   - c) Mail to: P.O. Box 458, Veneta, OR 97487
   - d) Email to: venetaoregon@ci.veneta.or.us

Section A: Property Owner's Information		Section B: Co-Owner's Information	
Full Name:		Full Name:	
Mailing Address:		Mailing Address:	
Street Address:		Street Address:	
Last 4-digits of Social Security #:	Month and Year of Birth:	Last 4-digits of Social Security #:	Month and Year of Birth:
Phone Numbers: Main: _____ Alternate #:		Phone Numbers: Main: _____ Alternate #:	
Current Employer's Name:		**Section C: Property Management Company's Information**	
Employer's Phone #:		Company Name:	
Emergency Contact: (Name and Phone #)		Mailing Address:	
		Contact Person/Dept.:	
Is there a Co-Owner for any of your Veneta properties? (circle one) Yes ☐ No ☐ If yes, complete Section B of this agreement		Federal Identification #:	
Do you use a property management company for your properties? Yes ☐ No ☐ If yes, complete Section C of this agreement		Phone Numbers: Business: _____ Alternate #:	

Properties Covered (Include a separate page if you have more than 3 properties)

Service Address	Date Purchased	Joint Ownership?	Using Property Manager?
		Yes ☐ No ☐	Yes ☐ No ☐
		Yes ☐ No ☐	Yes ☐ No ☐
		Yes ☐ No ☐	Yes ☐ No ☐

Property Owners' Direction to City

Check (a) or (b):

(a) ☐ I/We would like the City to ***discontinue services*** whenever the structure at the above service address(es) is/are vacant.

(b) ☐ I/We would like the City to ***continue services*** whenever the structure at the above service address(es) is/are vacant. I/We understand that I/we will be the Responsible Party for the payment for all services rendered by the City until the City has received and approved an application for services from another Responsible Party.

Check (c) or (d):

(c) ☐ I/We would like the ***account to remain in my name*** even when occupied by someone other than myself. The deposit will be waived. I acknowledge and agree that I/we will be the Responsible Party for the payment for all services rendered by the City to the service address(es) above until I/we notify the City otherwise, in writing.

(d) ☐ I/We ***allow tenant's to have an account in their name*** . I/we understand that they will be charged a utility deposit and that I/we will receive copies of the tenants Past Due Notice and other delinquent account notices and that services shall be discontinued without further notice if the account remains unpaid after the due date on the Past Due Notice. I/we further understand that service will only be restored after all charges, fees, penalties, interest and deposits billed or billable have been paid in full.

AGREEMENT CONTINUED ON BACK

Check (e) or (f):

(e) ☐ I/We understand that the City requires a completed application prior to providing services and that I/we ***authorize*** the property rental management company, listed above, to complete the owner's section of each non-owner residents or occupants applications on our behalf.

(f) ☐ I/We understand that the City requires a completed application prior to providing services and that I/we ***do not*** authorize the property rental manangement company to complete the owner's section of each non-owner residnets or occupants applications on our behalf. I/we will complete and sign the owner's section myself/ourselves.

My/Our signature below evidences my/our understanding of the terms of this agreement between the City of Veneta and myself. I/We understand and agree that the financial responsibility for Utility and Other Services rendered to the address(es) listed above on behalf of the current and any future non-owner residents or occupants can be transferred to me/us as owner of the real property. I agree to this arrangement and understand that this transfer of financial responsibility shall be made by entering the unpaid Utility Account balances as a lien in the City's lien docket and/or recorded in the real property records of Lane County, Oregon to serve as notice to any future owners of the Property.

This agreement requires the original signature of all owners. Each signatory to this agreement thereby SWEARS, AFFIRMS, AND WARRANTS to the City of Veneta, under penalty of perjury, that she (he) is either the owner of the property or is empowered by a valid legal authorization to execute this agreement on behalf of the Owner. The Signatory agrees to reimburse City for any expense incurred as the result of a false statement as to ownership or authority and understand that it is a violation of State law to make a false statement.

Owner's Signature: _____ **Date:** _____

Co-Owner's Signature: _____ **Date:** _____

FOR CITY USE ONLY

_____ Agreement complete

_____ Agreement scanned

_____ Agreement signed

_____ Agreement attached to owner account(s)

Act#: _____

_____

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