



Utility Business & Customer Services | 408 N. Adams St. Tallahassee, FL 32301 | 850.891.4YOU (4968)

## City of Tallahassee Utilities Continuous Service Agreement

\_\_\_\_\_  
("Applicant"), hereby represents to the City of Tallahassee ("City"), that Applicant is duly authorized to execute this Continuous Service Agreement with regard to the multi-unit residential facility, with a minimum of ten units as identified in Attachment A, and hereby requests the City to provide continuous utility service to the service addresses set forth in Attachment A ("Premises") in accordance, and subject to, the terms and conditions set forth in this Agreement.

Commencing on \_\_\_\_\_, Applicant agrees to pay to the City all charges for utilities and associated services rendered by the City at or to any Premises from the date of termination of service, other than for cause, to any account holder at the Premises, from time to time, until such service is established in the name of a successor account holder at such Premises or until Applicant requests the City to terminate utility service(s) to such Premises, whichever first occurs. All such charges shall be transferred automatically to an account in the multi-unit facility's name and invoiced to Applicant on a monthly basis. Since service to such Premises is not being discontinued, the City will not assess a service charge for re-establishment of service.

The Applicant shall be responsible for insuring that any new tenants at any Premises make application for utility service and shall be responsible for notifying the City to transfer service if a tenant vacates any Premises without notifying the City to terminate utility service. If utility service is disconnected for cause or for non-payment, or if the Applicant is a tenant and disconnects service in its name, the Applicant will be assessed a reconnect fee to have utility services re-established in its name.

The Applicant will be allowed to modify the attached Premises listing no more than two times during the calendar year. Any addition/deletions to the list must be in writing and allow for a thirty-day period to update account records.

All City ordinances, policies and procedures, now in existence or which may hereafter exist, shall be applicable to the provision of utility services to the Applicant, any Premises, and to tenants at any Premises. The City reserves the right to modify the Continuous Service Program, including without limitation providing for the assessment of fees, at its discretion and at any time; provided, however, that no such modifications will be made without first providing no less than a thirty-day written notice to the Applicant. Either Applicant or the City, on thirty-day prior written notice to the other, can terminate participation in the Continuous Service Program.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Type or print name and title of Applicant)

## **Continuous Service Agreement Program (CSA)**

### **Program Eligibility**

- Apartment complex must have ten or more units.
- Apartment management's present utility account(s) must be in good standing.
- Management staff must sign an agreement for continuous service.
- The continuous service agreement with the City must be executed by the apartment complex owner or the representative authorized on the apartment complexes current utility account.

### **Program Obligations**

- The Applicant must provide the City with a listing of site addresses (premises) for each individual apartment unit. "Attachment A" starting on page 3 of this document can be used as needed for listing of site addresses or they may be submitted as a separate file.
- No later than thirty days from agreement date, the City will notify the Applicant that all premises have been setup on the CSA Program.
- The Applicant may modify the premises listing no more than two times during the calendar year. Any additions/deletions to the list must be in writing and allow for a thirty-day period to update account records.
- The Applicant is responsible for all utility services used from the date services are terminated for the tenant. This excludes services that were terminated due to nonpayment.
- The Applicant is responsible for ensuring that the tenant has had services turned on in their name prior to moving in.
- If a tenant vacates without notifying the City to terminate services, the Applicant is responsible for requesting the City to revert the account to their name.
- If a tenant is disconnected for nonpayment of services and does not have services reconnected, the Applicant will be assessed a reconnect fee to have services re-established in their name.
- The Applicant is responsible for canceling services at a unit if services are no longer required. A reconnect fee will be assessed to have services reestablished in their name.
- Either the Applicant or the City on thirty days prior written notice to the other can terminate participation in the CSA Program.
- The City reserves the right to modify the CSA Program including the assessment of fees.
- All current and future terms/conditions related to City rates, ordinances, policies and procedures would be applicable.



