



LANDLORD UTILITY LEAVE ON APPLICATION  
**CITY of CAPE GIRARDEAU**

UTILITY BILLING, 1625 N. KINGSHIGHWAY, CAPE GIRARDEAU, MO 63701, 573-339-6322

Date Submitted:

<b>Business/Property Management Firm</b>		<b>Owner/Contact Full Name (First, Middle, Last)</b>	
Business Physical Address		Owner's Mailing Address	
Business Mailing Address		City, State, Zip	
City, State, Zip		Owner's Email Address	
Business Telephone	Business Fax	Primary Telephone	Driver License Number
Others authorized to call on your behalf		Other businesses operated by owner in the City of Cape Girardeau	

The undersigned requests the City of Cape Girardeau transfer utility service to the Business/Owner for rental units operated by the Business/Owner when a tenant cancels service and/or moves out of a licensed rental unit operated by the Business/Owner. The City will not notify the Business/Owner when the utilities are automatically put in the Business/Owner's name. The Business/Owner is responsible for all utility billing from the date the service is placed into the Business/Owner's name through the date the City is notified to turn off the utilities OR a new tenant requests utilities be placed in his/her name.

If the service of the Business/Owner's tenant is disconnected for nonpayment, the utilities will not be reconnected until the tenant pays the amount due OR the Business/Owner notifies the City to reconnect the services and place the utility account in the Business/Owner's name.

Businesses/Owners that have a valid Landlord License will be approved to participate in the Landlord Utility Leave On Program. If a Business/Owner becomes delinquent on a specific utility account, the account for that address will be restricted from being transferred into another tenant's name until the Business/Owner's utility account for that address is paid in full. If a Business/Owner becomes delinquent in renewing its Landlord License, that Business/Owner will be removed from the Landlord Utility Leave On Program until the Landlord License is reinstated.

Submittal of this application does not imply that Business/Owner will be approved to participate in the Landlord Utility Leave On Program. Once approved, this Utility Leave-On application will remain in effect until rescinded by the Owner/Business and/or the Business/Owner does not comply with the regulations of the Leave-On Program.

**RETURN APPLICATION TO:**

**CITY OF CAPE GIRARDEAU**

**P. O. BOX 617**

**CAPE GIRARDEAU MO 63702-0617**

\_\_\_\_\_  
Business/Owner Signature

\_\_\_\_\_  
Date

OFFICE USE ONLY				
<b>Development Svs Dept</b>	Approve <input type="checkbox"/>	Disapprove <input type="checkbox"/>	Signature	Date
<b>Utility Division</b>	Approve <input type="checkbox"/>	Disapprove <input type="checkbox"/>	Signature	Date
<b>Finance Division</b>	Approve <input type="checkbox"/>	Disapprove <input type="checkbox"/>	Signature	Date
<b>Taxes</b> <input type="checkbox"/>	<b>Utilities</b> <input type="checkbox"/>	<b>Special Assessment</b> <input type="checkbox"/>	<b>No Tax Due</b> <input type="checkbox"/>	
<b>Landlord License #</b>			<b>Application denied</b>	<b>Date</b>
<b>Application approved</b>		<b>Date</b>	<b>Reason for Denial</b>	



## **Landlord Utility Leave-On Program**

**Effective June 1, 2019**

As a courtesy to landlords operating rental units in the City of Cape Girardeau, the city maintains a list of landlords who desire for water utility accounts for their rental units remain active when the units are not occupied. The following regulations and provisions shall apply to this Landlord Utility Leave-On Program:

- Only owners and/or property managers with current Landlord Licenses may participate in the Leave-On-Program. Applications for a Landlord License can be obtained through the Development Services at City Hall, 573.339.6327.
- If an owner and/or property manager allows its' Landlord License to become outstanding for more than 30 days, the owner/property manager will be removed from the Leave-On Program.
- If the owner and/or property manager decide to participate in the Leave-On-Program, all of the owner's and/or property manager's rental property within the City will be placed in the program. Placing only selected addresses of the owner's and/or property manager's rental properties in the Leave-On-Program is not an option.
- Only owners and/or property managers with no outstanding bills (water utilities, nuisance abatement, demolition, etc.) with the City may participate in the Leave-On-Program. Outstanding is defined as any bill past due for 30-days or more.
- If an owner's and/or property manager's utility account for a specific rental unit becomes delinquent and/or turned off for non-payment, the account for that unit will be restricted from being transferred into another tenant's name until the owner and/or property manager's utility account for that unit is paid in full.

For Additional Information, contact

City of Cape Girardeau

Utility Billing Office

1625 N. Kingshighway

Cape Girardeau, MO 63701

573-339-6322

[www.cityofcape.org/customerservice](http://www.cityofcape.org/customerservice)

[customerservice@cityofcape.org](mailto:customerservice@cityofcape.org)