



Council Bluffs Water Works
2000 North 25th Street
P. O. Box 309
Council Bluffs, IA 51502

Rental Property Form

Recognizing that as a landlord, you have unique customer needs, the Council Bluffs Water Works is providing this form to assist you in better managing your properties and protecting your interests. Landlords are encouraged to complete this form for each property that you own or manage. If this form is not completed in it's entirety the lien exemption will be null and void. You may also obtain hard copies of the form by contacting the Council Bluffs Water Works at (712) 328-1006 or downloading the form from our website at cbwaterworks.com. The form must be legible. Tenants are required to sign up and make a deposit in person at the Water Works office.

Landlord Information

Landlord Name

Landlord Phone Number

Landlord Mailing Address

Landlord Address 2

Landlord City/State/Zip

Landlord Email

Service Information

Service Address (residential rental property)

Account Number

City/State/Zip

Water and Sewer Lien Exemption Request

The undersigned represents that he or she is the landlord of the separately metered, residential rental property identified above, that such property is occupied or is about to be occupied by the tenant identified below, and that the tenant is liable for the rates or charges. The undersigned requests an exemption from the possibility of a lien for water and sewer service to such property in accordance with sections 384.84(4) (d), and (4) (e) Code of Iowa. The Council Bluffs Water Works must receive **a new written notice within thirty business days** if there is a change in the tenant. Council Bluffs Water Works must receive **a new written notice within thirty business days** if there is a change in ownership. Failure to provide said written notices will nullify water and sewer lien exemption.

Yes ___ No ___

Tenant Information

Tenant Name

Second Name

Date of Occupancy Commencement

Tenant Phone Number

Request for Notice

Pursuant to section 384.84(3) (c), Code of Iowa, the undersigned hereby represents that he or she is the owner of record on the residential rental property identified above, and hereby requests that he or she be given notice to the mailing address indicated above of any delinquent utility charges.

Yes ____ No ____

Request for Change of Name

Pursuant to section 384.84(3) (c), Code of Iowa, the undersigned hereby represents that he or she is the owner of record on the property identified above, and hereby requests that he or she be given notice to the mailing address indicated above of any change of name of the account holder.

Yes ____ No ____

Change of Account

As the owner of the listed property above, I authorize the water service to be automatically put into my name upon the request for a final billing from the then existing tenant. I understand that I will **not** be notified when this change takes place. Owner will notify Council Bluffs Water Works, in writing, if this document is to be permanently canceled.

Yes ____ No ____

(One copy of form is to be retained by the Council Bluffs Water Works and one copy is to be returned to the landlord.)

- ____ Mail back to landlord at the mailing address indicated above.
- ____ Email back to landlord at the email address indicated above.
- ____ Hand back form to tenant to return form to landlord.

Signature of Landlord

Date

Print Name

For Water Works Office Use Only

A deposit in the amount of \$_____ has been paid.

Receipt of this notice and deposit are hereby acknowledged by:

Received by: Council Bluffs Water Works
(Print Name)

Date Received: _____