



City of Sheldon

416 9th Street
PO Box 276
Sheldon, IA 51201
Phone: 712-324-4651 Fax: 712-324-4601
Website: www.sheldoniowa.com

RE: WATER UTILITY LIENS—FOR SEPARATELY METERED RESIDENTIAL RENTAL PROPERTY.

Congress recently passed a bill, where the tenant pays water & sewer charges directly to the utility, requiring the landowner to notify our office in writing within 30 days of a change in tenant, or change of ownership of the rental property. If written notice is not received within 30 days of the change, our office can retain lien authority. This unlinks notification requirements from a deposit. Any deposit collected must come from the tenant. Whereby, this permits the City to withhold service from a delinquent account holder at a new property, until the delinquent amount for any utility service is paid.

If this procedure is not followed, and we cannot collect from the tenant, the bill would be your responsibility. It is also your responsibility, as landowner, to notify your tenant that they are required to fill out a water & sewer application and pay a \$150.00 deposit prior to occupying the rental property.

We strongly encourage you to notify our office as soon as possible when your tenants move in or move out of your rental property. Thank you for your assistance. If you have any questions, please contact us at the City Office.

Sincerely,

Angela Beckman
City Clerk

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Name of Tenant _____

Location _____

Date Occupied/Vacated _____

Landlord Name _____

Date _____