



3200 West 300 North
West Point, Utah 84015
PH: 801-776-0970
FAX: 801-525-9150
www.westpointutah.gov

Subject: Utility Billing Policy for Rental Properties

Dear Landlord or Property Manager,

As a courtesy to property owners within West Point City, we are happy to offer the option of billing tenants directly for utility services (water, sewer, garbage, and storm drain). This helps simplify monthly billing and allows tenants to manage their own accounts.

However, please note that **utility services remain tied to the property, not the tenant**. Therefore, if a tenant fails to pay or vacates the property with an unpaid balance, the **ultimate responsibility for any outstanding charges rests with the property owner**. Any delinquent or unpaid utility charges will be transferred to the landlord's account and must be paid in full to avoid service interruption.

To authorize tenant billing, please complete and sign the agreement on the next page and return it to West Point City. This signed agreement will remain on file for all rental properties under your ownership or management unless updated or revoked in writing. **If this signed agreement is not received, West Point City will no longer be able to bill tenants directly, and all future utility bills will be sent to the property owner.**

Please return signed agreement in any of the following ways.

- By Mail: West Point City – Utility Billing Department, 3200 W 300 N West Point, UT 84015
- By Email: rjohnson@westpointutah.gov
- By Fax: 801-525-9150

Thank you for your continued cooperation and partnership. We value the opportunity to serve both you and your tenants and appreciate your assistance in maintaining accurate billing records.

Warm regards,

Renee Johnson

Utility Billing Clerk

West Point City

T: 801-776-0970

E: rjohnson@westpointutah.gov



3200 West 300 North
West Point, Utah 84015
PH: 801-776-0970
FAX: 801-525-9150
www.westpointutah.gov

West Point City – Landlord Utility Billing Agreement

This agreement outlines the official policy for utility accounts associated with rental properties within West Point City. By signing below, the undersigned acknowledges and agrees to the following:

1. Tenant Responsibility

- Tenants must submit a Rental Utility Application and pay a \$100 deposit to establish their own utility account.
- Tenants are solely responsible for timely payment of all utility charges during their tenancy.
- If a property owner chooses to keep the utility account in their own name (for example, when utilities are included in rent), the owner assumes full responsibility for ensuring the account remains current.

2. Reversion to Owner Account

- When a tenant vacates the property, the utility account will automatically revert to the owner's name to ensure continuous service.
- Tenants must submit a Utility Termination Form prior to vacating to close their account and avoid unnecessary billing.
- It is the landlord's responsibility to ensure this process is completed and to facilitate smooth transitions between tenants.

3. Delinquent Accounts

- In the event a tenant defaults on utility payments, any outstanding balance will be transferred to the property owner's account.
- West Point City is not responsible for unpaid tenant balances or collection of tenant delinquencies.

4. Service Termination

- Failure to maintain a current utility account may result in water service disconnection until all past due amounts are paid.
- Service interruptions may affect tenant occupancy and property maintenance, and all related consequences are the responsibility of the property owner.



3200 West 300 North
West Point, Utah 84015
PH: 801-776-0970
FAX: 801-525-9150
www.westpointutah.gov

WEST POINT CITY LANDLORD UTILITY BILLING AGREEMENT

RENTAL ADDRESS: _____

(For multiple addresses, please list additional property addresses at bottom of page)

I, _____ (print name), as a property owner or authorized property manager within **West Point City**, authorize **West Point City** to bill my tenant(s) directly for utility services provided to the rental properties under my ownership or management.

I understand and agree that:

1. All utility services are attached to the property, not the tenant.
2. I am ultimately responsible for any unpaid balances left by tenants.
3. Any delinquent amounts not paid by the tenant may be transferred to my account.
4. Utility service may be interrupted if unpaid charges remain outstanding.

Landlord/Property Manager Name: _____

Mailing Address: _____

City: _____ **State:** _____ **ZIP:** _____

Phone Number: _____ **Email:** _____

Signature: _____ **Date:** _____

ADDITIONAL PROPERTIES:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____