



Revert to Owner Authorization

I request to participate in the City of Granbury Revert to Owner (RTO) Service Program that is available to owners or property managers who wish to maintain water and/or electric service(s) at their properties between residents without having the service disconnected. The following information should be used to establish accounts between residents:

Legal Name of Owner/Property Manager: _____

Complex Name(s): _____

Mailing Address: _____

Federal Tax ID _____ or Social Security # _____

Contact Name _____ Contact Phone _____

Contact Email _____

I acknowledge that I have read and understand the provisions of the program.

Authorized Signature _____

Title _____ Date _____

*The Legal Name of the Company is the RTO account name.

<u>Property Name</u>	<u>Service Address</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

If you have any additional questions, please contact us at 817-573-1114.



Revert to Owner Service Program Provisions

1. When a resident requests disconnection of a rental property, service will not be disconnected. Instead, City of Granbury will read the meter and automatically set up the account in the name shown on the Revert to Owner (RTO) Authorization form with the following exceptions:
 - a. The service will not be automatically transferred into the RTO account name if the service to a resident has been disconnected for nonpayment of bill or violation of City of Granbury service regulations.
 - b. If changes are made to the electrical wiring or plumbing in the facility that require an inspection.
 - c. If changes are made in an attempt to tamper with metering equipment.
2. In order to participate in the Revert to Owner Service Program, the owner or property manager will identify the service address as shown on City of Granbury's records. Thereafter, the owner or property manager must notify the City of Granbury of accounts to be added or deleted from the RTO service by submitting a list of revisions, additions or deletions to the list due to sale of the property or any other reason. The RTO participant is responsible for all usage incurred at any location in the RTO account name until the City of Granbury receives notice to remove the account from the RTO Service Program.
3. Residential accounts established in the owner's or property manager's name will be set up on the same residential service rate schedule as the previous resident.
4. Non-residential accounts established in the owner's or property manager's name will be set up on the applicable general service rate schedule.
5. Revert to Owner Service will apply to all electric/water/garbage/sewer service agreements on the designated account, (e.g., multiple meters, outdoor lighting, etc.)
6. Accounts used solely for services such as outdoor lighting and common facilities that are not leased to tenants are not eligible for the RTO Program and should not be included on the list of participating accounts.
7. Failure to pay any bills while service is in the name of the property owner or manager may result in transfer of the outstanding balance to another account, disconnection of service and/or removal from this Program.
8. If satisfactory payment history is not maintained, accounts will be removed from RTO. It takes a minimum of one year to establish a satisfactory payment record. Once satisfactory payment history is established, you may reapply for the program.