



The City of Garden City offers Yearly and Winter Auto Connect Program for rental properties. Both the Auto-Connect Programs allow the City of Garden City to reconnect service in your name when a tenant cancels utility service at any of your rental properties. Each time service is connected there will be a \$15 fee plus tax regardless of participation in either connect program.

To ensure accuracy for both the landlord and the clerk, if needing service for multiple properties on a specific day; please submit a written listing of the properties needing service (which can be faxed to 276-1104). Please remember the City will process same day service requests only if requests are received by 3:00 p.m.

When you sign up for the Auto-Connect Program, you will be notified when the City has disconnected your tenant for **non-payment**. If the tenant has not made payment to their account by Monday of the following week, the service will be left off until you notify us to turn services back ON. **Note: Winter program participants will only be notified in the winter months, November 1st through March 31st.**

We will not send out renewals. Once you are enrolled in the Auto-Connect Program you will remain on that program until we receive a written request to be removed. If you sell or buy properties, it will be your responsibility to notify us in writing so we can change your information accordingly.

The City of Garden City reserves the right to discontinue auto utility services if the connect fees or utility bills are not paid.

Please check the program you would like to participate in.

_____ Winter Auto-Connect Program – **November 1st through March 31st**

_____ Yearly Auto-Connect Program

_____ I do not want to participate in the Auto-Connect Program

Date	Landlord or Property Manager (please print)
Name to appear on Utility Bills	Landlord or Property Manager Signature
Billing Address	Business Phone
City, State, Zip	Alternate Phone (if applicable)

(Please send a list of your rentals along with your signed agreement. You may write them on the back if space allows.)

MATTHEW C. ALLEN
City Manager

MELINDA A. HITZ, CPA
Finance Director

RANDALL D. GRISELL
City Counselor

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