



Public Utilities

879 Morro Street, San Luis Obispo, CA 93401-2710
805.781.7215
slocity.org

Master Account Creation for your Rental Properties

Dear Sir/Madame,

You have opted for the Master account option for your property(ies) listed in the attachment to this letter.

The master account option allows for automatic transfer of the utility account for water and sewer services to the landlord or property owner when a tenant discontinues the account. This option comes with no sign-up fee, but all related charges for water and sewer services will be billed to the Master Account from the day of transfer and as set-up under the master account information. Please note that the master account **cannot** be discontinued until a new tenant claims the account and sets up service as the new party responsible for services. The master account holder is responsible for informing new tenants of their need to arrange for the transfer of water and sewer service into their individual names at the time of occupancy.

This agreement shall remain in effect until the master account holder notifies the City of San Luis Obispo of their intent to terminate this agreement.

Please sign the attachment listing your properties and return a copy as acknowledgment of the terms and condition to utilize the master account option.

Should you have any questions or concerns, please let us know. We would be happy to assist you.

Sincerely,

A handwritten signature in blue ink that reads "Jennifer Thompson".

Jennifer Thompson
Supervising Utility Billing Assistant
City of San Luis Obispo Utilities Department

