



City of Coffeyville
102 West Seventh Street
P.O. Box 1629
Coffeyville, Kansas 67337
www.coffeyville.com

Engineering: 620-252-6006
City Building Inspector: 620-252-6128
Fax: 620-252-6175
information@coffeyville.com

Residential Landlord Occupation License

Date: _____

List my Landlord Contact Information on the City Website

Yes _____ No _____

Landlord Name (owner) _____

Landlord Home Address _____

Phone _____ Address _____ City, State & Zip Code _____ Email _____

IF APPLICABLE

Business Name _____

Business Address _____

Phone _____ Address _____ City, State & Zip Code _____ Email _____

IF APPLICABLE

If the property is managed by a property manager, or if you live 60 miles outside the city limits and have an agent - complete below:

Manager or Agent Name _____

Manager or Agent Address _____ Address _____ City, State & Zip Code _____

Phone _____ Email _____

Initial the following:

_____ I have received a copy of the Minimum Standards for Rental Housing.

_____ I have read and signed a copy of 2021 Landlord Leave On Agreement regarding utility services. Attach copy with this application

(If Applicable) I hereby authorize and direct that any notices issued by the City, regarding the licensed property/properties, may be released to the Property Manager designated herein. I understand such notices may include, but are not necessarily limited to notices regarding code violations (tall grass; property defects; etc.). I understand if the Property Manager fails to address any issues described in a notice, the licensed property/properties may be subject to assessments for remedial actions taken by the City.

Signature _____

Completed by City Clerk

License Number _____

Annual License Fee: \$50.00 + \$2 per rental property/unit Total fee: _____

License Period: January 1 to December 31

2022 Application for Residential Landlord Occupation License

Landlord Name _____

**List addresses of rental properties owned within the city limits.
Circle Yes or No - Leave utilities on if tenants move out.**

Leave On	Rental Addresses
Y or N	
Y or N	
Y or N	
Y or N	
Y or N	
Y or N	
Y or N	
Y or N	
Y or N	
Y or N	
Y or N	
Y or N	
Y or N	
Y or N	
Y or N	
Y or N	
Y or N	

Leave On	Rental Addresses
Y or N	
Y or N	
Y or N	
Y or N	
Y or N	
Y or N	
Y or N	
Y or N	
Y or N	
Y or N	
Y or N	
Y or N	
Y or N	
Y or N	
Y or N	
Y or N	
Y or N	

CITY OF COFFEYVILLE - 2022 LEAVE ON FOR LANDLORD AGREEMENT

Purpose
The purpose of this leave on for landlord agreement is to provide a clear understanding of what will be required to maintain continuous service to a particular residence through tenant arrivals, departures and during periods of vacancy.

Limitations
This agreement is meant to exist within the boundaries set forth by the City of Coffeyville ordinances and billing practices. If there is any conflict, the ordinance and the billing practices will supersede agreement.

Agreement
The City of Coffeyville agrees to automatically transfer service, without interruption, from the name of the tenant to the Landlord's name when any of the following occur: 1) the City is notified by the tenant to discontinue service in the tenant's name, 2) the City discovers the tenant has moved out of the residence covered by this agreement without notifying the City or, 3) the landlord notifies the City the tenant has moved.

The City agrees to automatically transfer service, without interruption, from the landlord's name to the tenant's name when the tenant makes satisfactory application for service with the City.

The City reserves the right to discontinue or to refuse to establish service for any tenant who has an unpaid electric and/or water bill or bad debt with the City. In this instance service would not be provided to the residence under the debtor/tenant's name. The landlord may continue service in the landlord's name under these circumstances, but the landlord will be held responsible for all bills that arise while service is in the landlord's name. The landlord will not be held responsible for any of the tenant's unpaid electric and/or water bills or bad debts.

Per City of Coffeyville Ordinance 42.8(j), service shall not be established at a property rented or leased to another if the owner of the property has a past due utility bill with the City, until such utility bill is paid in full.

Either party may void this agreement by providing written notice. Landlords may add or delete service addresses with written notice. Addresses selected as leave on for landlord will remain in that status until notified in writing. If this agreement is voided for any reason, the City cannot be held responsible for any damage or loss that may occur to the landlord's property as a result of electric and/or water service having been discontinued.

Failure to comply with any part of this agreement automatically voids this agreement.
Any dispute arising between the tenant and the landlord concerning timing of transfer of service must be resolved between the tenant and the landlord. The City urges landlords to provide the City with a transfer order after landlord has installed a new tenant, and the City urges landlords to verify their tenants have applied for service.

Landlord signature Date

Landlord printed name

If additional rental property is acquired after receipt of the license, the owner is required to provide the address to the city within 7 days.