March 1, 2002

Dear Property Owner:

According to City of Lower Burrell's Ordinance 3-1974, as a landlord you must supply the City Treasurer a list of names and addresses of all current lessees and occupants. When a renter moves out and a new tenant moves in, you must forward the information within 15 days.

The reason for the Ordinance is twofold:

1. The city needs the correct information for sewage billing. If a tenant moves out in the middle of a billing cycle, he/she will be issued a final bill based on the water usage. It is important that we receive this information as soon as you know it so that an old tenant's account balance does not reflect on the new tenant's bill. If a tenant does not pay the sewage bill, as landlord, you are responsible.

2. Also, it is important that we receive tenant information as it occurs so we can mail the former tenant a final Earned Income Tax bill, and add the new tenant to our system.

Effective March 15, 2002, the city will begin strict enforcement of the Ordinance; failure to comply with the Ordinance could result in a fine up to $100.00.

Attached you will find **TENANT INFORMATION FORMS**. In order to update our files, you need to complete the form/s with the current tenant/s information and mail the forms back to the above address by March 15, 2002. When a tenant moves out, you must complete the form and mail it to us within 15 days, however, you should send it immediately so we can bill sewage accordingly. You can phone our office with the information, but must follow-up with the form. If the apartment, house, etc. is not rented immediately, you still send the form indicating a tenant has moved. Until it is rented, the sewage bill will revert back to your name. When a new tenant moves in, forward the form to us with the new information.

We have enclosed forms for your convenience. If you need more forms, you may make copies, or stop in the Treasurer's Office for a supply.

Thank you for your cooperation in this matter.

Sincerely,

Victoria Farina
City Treasurer

encs.