



Dear Landlord/Property Manager,

A former tenant of yours is seeking to have their deposit waived for their new City of Austin utility account. They have stated that they recently resided at one of your properties and that at least one metered utility bill was included in their monthly rental amount. In order for us to review the utility deposit waiver request the City is requesting a copy of the signed lease agreement and completion of the attached form verifying their payment history. Please complete and sign the form and return to us within 30 days. You may submit the form via fax to 512-505-4035 or email to [customercare@coutilities.com](mailto:customercare@coutilities.com).

If you have questions or concerns regarding this request, please contact us at (512) 494-9400 or Outside Austin Toll-Free: 888-340-6465, for assistance.

Sincerely,

City of Austin

Utility Customer Service Center



## Landlord Statement for All Utilities Paid Deposit Waiver

I affirm that I am the landlord/property manager of the property located at:

\_\_\_\_\_  
Property Address

\_\_\_\_\_  
Tenant's Name

resided at this property in unit \_\_\_\_\_ from

\_\_\_\_\_  
Unit #

\_\_\_\_\_  
Lease Start Date

to \_\_\_\_\_  
Lease End Date

. During this timeframe I affirm that the cost of metered utilities were

included in the monthly rental amount assessed to \_\_\_\_\_  
Tenant's Name

How many late payments did the tenant have during the last 12 consecutive months? \_\_\_\_\_

How many payments were returned in the last 12 consecutive months? \_\_\_\_\_

Is there an outstanding balance owed at this time? \_\_\_\_\_

I attest the information provided above is true and accurate.

\_\_\_\_\_  
Landlord/Property Manager Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Landlord/Property Manager Printed Name

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Printed Name of Property Owner if different from Landlord