

Landlord Tenant Act (LTA) Fees

Effective July 1, 2013 service fees are being implemented to offset the ever increasing cost of maintaining the Landlord Tenant Arrangements through the City's Water Rate Fee Schedules. These fees were approved by the City's Administration and the City Council. The new fees now place the sole responsibility on those who generate them and not burden the City's rate payers for these unwarranted services. These fees will only apply to new LTA applications as of July 1, 2013. Current contracts implemented prior to July 1, 2013 will not be impacted until they reach their expiration date.

The following is the new fee structure.

- **Landlord Tenant Affidavit \$120.00**
 - This fee includes affidavit preparation, all supporting documentation, deposit determination, receipts, notarization, and closing processing for the agreement and termination of the agreement at the conclusion of the contract time period.
 - A **minimum security deposit of 6 months average usage or \$200.00 is required whichever is greater.** Any unused security deposit will be refunded at the termination of the agreement to the deposit payer. **The tenant is responsible for the deposit arrangement.**
 - **The landlord is responsible for paying the non – refundable \$120.00 affidavit processing fee.**

- **Landlord Tenant Renewal \$45.00**
 - If the Landlord and Tenant so elect to renew their agreement, the City's Water Division will prepare the required changes to continue the agreement for an additional time period.
 - **The landlord is responsible for paying the non-refundable renewal fee of \$45.00.**

Landlord Tenant Act (LTA) Fees-Cont'd

- Delinquent account Fees \$75.00 as follows
 - If the tenant is sent a notice of delinquency, a \$5.00 fee will be assessed to those accounts with delinquent balances in excess of \$10.00.
 - If the property's water service is discontinued a \$70.00 fee will be assessed for water service termination and restoration.
 - Delinquent accounts will be mailed a delinquent notice for failure to pay their water bill on time. These notices will be mailed ten (10) days after the accounts due date. The notice will advise the renter of the water service turn off date. If the water service is terminated (Turned off), water service will not be returned until all the delinquent fees are paid plus the \$70.00 water service termination restoration fee for the account. Payment arrangements are not permitted.
 - Only payments by cash, money order, cashier check, credit or debit cards are acceptable. The payment must be posted by the City's Treasurer prior to the turn off date.
 - (Warning: Easy Pay or Check Payments are not acceptable).
 - The tenant is responsible for paying the delinquent notification (\$5.00) and service restoration (\$70.00) fees.

For a copy of the Landlord/Tenant Act (LTA) Affidavit Procedures or if you have any questions on this matter please refer your requests to the Water Division Customer Service Operation at City Hall on the 4th floor or call them at 586-759-9200. Office hours are between 8:30 am to 5:00 pm Monday through Friday.

Prepared BY: Water and Sewer Division Management