



City of Basehor

1600 N. 158th St – P.O. Box 406, Basehor, KS 66007
913-724-1370/info@cityofbasehor.org/www.cityofbasehor.org

Landlord Contact Information

Service Address(es): _____

Property Owner Name: _____

Owner Address: _____

Town: _____ State: _____ Zip _____

Email Address: _____

Phone Number: _____

Emergency Contact Number: _____

Management Company Name: _____

Management Company Address: _____

Town: _____ State: _____ Zip _____

Email Address: _____

Phone Number: _____

Emergency Contact Number: _____

Who is responsible for the monthly bill? **Tenant** **Owner** **Management Co** (circle/highlight choice)
When the property is vacant, who is responsible for the utility bill? Owner **Y** or N/Mgmt Co **Y** or **N**

By signing this form I understand that I am informing the City of Basehor that the contact information is the most current information. I understand it is my responsibility to inform the City of Basehor of any future changes to their account(s) in the way of contact information, tenant moving out/in, rental is vacant, for sale, etc. I understand that when the home is vacant the utility bill will be placed back into the owner's/management company's name and I that I will be responsible for the utility bill.

*****FAILURE TO CONTACT THE CITY DOES NOT WAIVE ANY BALANCES OR PENALTIES*****

Signature _____

Date _____

Print Name: _____

Title _____