



Town of Mineral

P.O. Box 316
312 Mineral Avenue
Mineral, Virginia 23117
Phone 540-894-5100

[Date]

[Property Owner's Name]

[Property Owner's Address]

[Property Owner's Email address]

Re: Water & Sewer Services for Rental Property
[Property Address]

Dear Property Owner:

This email is to inform you about an upcoming change in the Town of Mineral's policy regarding water and sewer services for all property within the Town of Mineral that is used as rental property.

Effective [Date of Resolution/Ordinance/Policy] property owners will be required to provide written authorization for tenants to obtain utility services in the tenant's name. New tenants are required to pay a security deposit **[of not less than three and no more than five months of water and sewer charges]**, which can be applied to the tenant's final bill or is refundable when the tenant moves out. A \$25.00 non-refundable processing fee is also required. A copy of the lease or rental agreement can be provided instead of the written authorization.

Each property used as rental property is required to have this written authorization on file in our office. This information has been gathered through public tax records. If you are not the current owner of the above-listed property, please notify our office immediately.

Please be aware that if a tenant's water bill becomes delinquent after the Town's collection efforts, the Town may notify the property owner and record a lien against the property.

These changes are necessary to enforce the Town code regarding water service. We kindly request that you sign and return the attached document to the Town of Mineral. Please note that failure to agree to these terms and conditions will result in a 60-day water cutoff notice at the above-listed property address.

For your reference, I have attached the Town of Mineral code and the State of Virginia code. Thank you for your attention to this important matter.

Respectfully,

Kelly Singletary
Treasurer