





CITY OF POOLER  
UTILITY BILLING DEPARTMENT  
100 US HWY 80 SW,  
POOLER, GEORGIA 31322  
PHONE: 912-748-4800  
[UTILITYBILLING@POOLER-GA.GOV](mailto:UTILITYBILLING@POOLER-GA.GOV)

## Continuous Service Agreement

The Continuous Service Agreement allows utility services for a rental unit to automatically revert to landlord/property manager's account and remain active when a tenant vacates. This helps property owners/managers perform needed services (such as cleaning and repairs) in a vacant unit without having to contact the City of Pooler Utilities to have services reconnected.

Owners or authorized property managers enter into a contract with the City and agree to pay for all utility services billed on their "revert to" accounts. When a tenant closes their utility account, services will automatically revert to the Landlord/Property manager's account without interruption. **You will receive a utility bill until a new tenant signs up for utility services.** At that point, we transfer the service to the new tenant and a prorated final bill will be issued for your account.

Service Addresses: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Landlord/ Property Manager's Name: \_\_\_\_\_

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

E-Mail: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

**Please Note:**

- If the property has not previously been in the Landlord/Property Manager's name, an application will be required along with the Continuous Service Agreement.
- The continuous service account holder is responsible for informing new tenants of their need to arrange for the transfer of utilities into their individual names at the time of occupancy.
- Any changes to this agreement must be made in writing.
- If a tenant is disconnected for non-payment, services will not be reverted into Landlord/Property manager's name until the City of Pooler is notified to do so.
- All related charges for utility services will be billed to the Landlord/ Property Manager from the day of transfer and until a tenant starts services, or a disconnect request is received.

By Signing below, I acknowledge that I am the owner/property manager, and accept all responsibility pertaining to this request:

Customer Signature \_\_\_\_\_

<i>For Office Use Only</i>	
Account No. _____	Received date: _____
Processed by: _____	Processed Date: _____