



BROOKINGS
MUNICIPAL UTILITIES

To Owners and Managers of Rental Property:

When a property owner/manager requests that utilities remain connected if a rental unit becomes vacant, the service will be placed in the owner’s name and a standard service charge will apply. If no service is desired during the vacant period, the meter(s) will be removed and no charges will accrue.

Please indicate below how you would like your rental unit(s) handled. Return the form to our office or email the completed form to billing@swiftel-bmu.com. No response by you to this form will be interpreted to mean that you would like the utilities left on and put into your name when a tenant moves out.

If you have any questions, please contact the Billing Department at 605-697-8467.

I hereby authorize Brookings Municipal Utilities to:

_____ Disconnect the meter(s) when a tenant moves out
(Year-round)

_____ Disconnect the meter(s) when a tenant moves out
(May 1st through October 1st only)

_____ Leave meter(s) connected when a tenant moves out and start billing me

Address(es) affected:

Date _____

Name _____

Signature _____

(Type name to serve as signature if filled out on computer)