



Thank you for choosing Rimrock Property Management for your rental management needs! In order for us to have a continuous service agreement the utility companies require that you call to set it up and list us as an authorized user so that we can manage the utilities.

**Please call the utilities needed for your property and follow these steps:**

**If utility companies ask for a PASSCODE please use: 21536 OR 6262**

**CONTINUOUS SERVICE**

(For in between tenants)

**Water/Sewer/Garbage:** City of Billings Public Works - (406) 657-8315

1. Set up continuous service agreement in your name
2. Add Rimrock Property Management as the billing address (PO BOX 21536 Billings, MT 59104)
3. Put the property under a landlord agreement with Rimrock Property Management

**Electric:** NorthWestern Energy - (888) 467-2669

1. Set up account in your name
2. List yourself as homeowner
3. List Rimrock Property Management as property manager
4. Have landlord agreement sent to Rimrock Property Management
5. Billing address to be: PO Box 21536 Billings, MT 59104.

**OR**

**Electric:** Yellowstone Valley Coop (406) 348-3411

1. Set up account in your name
2. Request form from YVC to create landlord agreement for Rimrock Property Management
3. Fill out form and send back to YVC
4. Billings address to be: PO Box 21536 Billings, MT 59104.

**Gas:** MDU - (406) 896-4250

1. Set up account in your name
2. Fill out attached Continuous Service Agreement and send back to us

**FOR HEIGHTS PROPERTIES:** County Water District of Billings Heights - (406) 252-0539

1. Fill out attached Property Management/Owner's Agreement
2. Send back into County Water District of Billings Heights

**UTILITIES IN YOUR NAME AT ALL TIME**

(due to shared meters ect.)

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*FOR LAUREL PROPERTIES:*

Laurel City Water – (406) 628-4796

1. Fill out attached Water Application form and send back to City of Laurel
2. Pay \$150.00 water deposit in person at offices or over the phone
3. Fill out attached Landlord Agreement Form and send back to City of Laurel

*FOR WORDEN-BALLANTINE:* Worden-Ballantine

Water Sewer - (406) 967-2550

**(Policy where owners must pay and maintain bill. They do not allow bills to be in tenants name)**

1. Add Rimrock Property Management for billing
2. Billings address to be: PO Box 21536 Billings, MT 59104

If you have any questions, please don't hesitate to call our office at 406-894-2211.