

Service Address (the "Property"): _____ Account # _____

Property Type: Residential Commercial/Multi-Family Remove Existing Direct Debit Banking Information

Please Bill My: TENANT OR PROPERTY MANAGER/3RD PARTY BILL PAYER-Include signed management contract *

Billing Name: _____ Email: _____

Mailing Address: _____ Daytime Phone No. _____
Number/Street City/State/Zip

Past Due Notification for Property Manager/Bill Payer? Provide Email address: _____ Email _____

By signing this form, I acknowledge that as the Property owner, I am responsible for all charges for utility service's provided to the Property, and I agree to pay the account balance in full, including all penalties and costs of collection if applicable, if my tenant does not. I also understand that the transfer of billing requested herein will not take place until the existing account balance is paid in full. Billings made in the name of the tenant are for my personal convenience only; it does not relieve me, the Property owner, from liability to pay for service provided to the Property, nor in any way affects lien rights against the property to which utility services are provided.

Tenant/Alternate Billing Terms

- The combined utility bill will stay in the name of the Property owner and retain the existing account number.
- The tenant named on this form will be billed as long as the account is kept in a current status. This authorization automatically terminates and billing will revert back to the Property owner if the account becomes delinquent. Billing will also revert back to the Property owner if the tenant informs Renton Utility Billing that the tenant has vacated the Property.
- **Each time** there is a change of tenant it voids this authorization, and the Property owner must submit a new form and a \$5 fee will be assessed to my account. I further understand that, if neither the tenant nor I pay any unpaid bill on this account, no similar agreement will be allowed by the City of Renton and the charges may become a continuing lien against the real property served.
- The City will not do final bills for rental properties or attempt to collect a past due balance from a prior occupant. A per diem will be provided on utility statements for property owners to prorate bills between tenants.

Please Note:

If you have autopay setup online, login to your account to remove this option. Also, if you have used the phone payment system, we recommend that you login in and remove all saved bank account information.

On-Line payments and ebilling - If you prefer not to submit this form you can provide your tenant with your account number and they can set up an account at www.rentonwa.gov/ub with their email address to view account history, receive statements and submit payments.

Owner(s) Name: _____ Email: _____

Mailing Address: _____ Daytime Phone No. _____
Number/Street City/State/Zip

By signing this document I certify that I have read, understand and agree to abide by the terms of this request for tenant billing.

Signature _____ Date: ____/____/____
Signature of Property Owner or Property Manager (Must include signed Management Agreement)

A legible copy of the owner's driver's license or state identification must be submitted with this form to verify the owner's signature, or the Property owner may have the form notarized below.

SUBSCRIBED AND SWORN to me this _____ day of _____, _____

Notary's Signature

Print Notary's Name
Notary Public in and for the State of _____

My commission expires ____/____/____