



CITY OF RENTON
 Utility Billing
 Tenant/Alternate Billing Agreement

Utility Account #

Service Address (the "Property"):

Property Type: Residential Commercial/Multi-Family
 If Residential Rental: Long Term Short Term

All fields, documentation, signature, and ID are required to process this agreement.

Tenant/Alternate Billing Information	Property Owner Mailing and Contact Information
Renton Business License No. <input type="text"/>	*Rental Registration No. <input type="text"/>
Name: _____	Owner's Name: _____
Mailing Address, City, State, Zip: _____	Owner's Home Address, City, State, Zip _____
Email: _____ Daytime Phone No. _____	Email: _____ Daytime Phone No. _____

**Under Renton Municipal Code, landlords are required to register all residential rental housing properties within the City of Renton.* See RMC 4.5.125 for more detail. (https://www.rentonwa.gov/city_hall/equity_housing_and_human_services/housing/rental_registration_program) A signed management agreement and a Renton business license are also required for 3rd Party bill payer's and Property Management Companies conducting business within the City of Renton*

By signing this form I acknowledge that as the Property owner I am responsible for all charges for utility services provided to the Property, and I agree to pay any outstanding account balance in full, including all penalties and costs of collection, if applicable. 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/alternate party 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

- City utility services are lien-able against the property served. Utility billing accounts remain in the name of the legal Property owner and retain the existing account number.
- This tenant/alternate billing will continue as long as account balances are kept current. This authorization automatically terminates if the account becomes seriously delinquent, property management ceases, or the tenant vacates the property.
- Any change of tenant/alternate billing voids this authorization and requires the Property owner to submit a new form; a \$5 fee will be assessed for each change. I further understand that if the tenant/alternate party named, nor I, clear all unpaid charges, no similar agreement will be allowed by the City of Renton. Outstanding charges may become a lien against the real property served.
- The City will not prorate bills or attempt to collect any balance due from a prior tenant/alternate party. A per diem is provided on the statement of the average daily rate.

Please Note: Active auto-payments will continue unless cancelled online at www.rentonwa.gov/ub. If there is a direct debit application on file with the city, and you wish to cancel the automatic withdrawals, check this box: Remove Existing Direct Debit Information

On-Line payments and ebilling - If you prefer not to submit this form, provide your tenant with your account number and they can create online account access at to view your account history, receive e-statements and submit payments.

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

Printed Name: _____ Signature _____ Date: ___/___/___
 Signature of Property Owner or Property Manager (Must include signed **Management Agreement and Renton Business License No.**)

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 ___/___/___

Print Form