

LANDLORD/TENANT BILLING REQUEST

To: City of Tonasket
209 S. Whitcomb Avenue
P. O. Box 487
Tonasket, Washington 98855

Date _____

Dear City Clerk:

I/We being the property owner(s)/landlord(s) of the property located at

_____, hereby request that the utility bill for water and/or sewer be mailed directly to the tenant(s)(**please print**),

I/We acknowledge that the City is not responsible for informing the property owner(s)/landlord(s) of delinquent accounts.

I/We also acknowledge that it is the responsibility of the property owner(s)/landlord(s) to notify the City when the tenant(s) vacates the property.

I/We understand that if the tenant(s) is habitually delinquent that the City can choose to put the account into the property owner(s)/ landlord(s) name, and they will be responsible for the balance plus fees and billing going forward.

I/We understand that in the event the tenant(s) vacate the premises and leave a balance owing on the utility bill, as owner(s)/landlord(s) of this property, I/we are responsible for any amount left unpaid. I/We further understand that any balance left owing on the utility bill constitutes a lien against this property and service will not be reinstated until the balance, including any fees incurred by the City perfecting the lien or assessed for water turn-on/turn-off, have been paid in full.

I/We acknowledge that the City has the right to refuse to accept this request pending a credit check, a letter from a previous utility company verifying a satisfactory payment history, or a satisfactory payment history with the City of Tonasket.

MOVE IN DATE: _____ day of _____, 20____

Property Owner/Landlord _____

Print

X

Signature

Property Owner's Address _____

Phone # _____

Tenant Signature X _____

Mailing Address _____ Phone # _____

CITY USE ONLY:

Tenant move out date _____ Signed _____

Date City informed _____