



Small Town. Real Life.

REQUEST TO BILL TENANT FORM

Owner Information:

Name: _____ Account #: _____

Service Address: _____ Phone: _____

Owner's mailing Address: _____ City, State, Zip: _____

Tenant Information:

Name: _____ Phone: _____

Mailing Address: _____ City, State, Zip: _____
(If different from service address)

Move In Date: _____ **(Cannot be prior to last meter reading date)**

I, _____, declare under penalty of perjury under the laws of the State of Washington that all of the information provided on this form is true and correct. I am the owner/agent of the above mentioned property and am requesting that you bill my tenant for water, sewer and storm drain services provided by the City of Duvall. I am submitting this application on behalf of the tenant(s) whose identity I have verified in compliance with the Federal Trade Commission Red Flag Rules.

I understand the tenant's utility account will only be activated once the City receives this completed form and all previous accounts for this property are paid in full. I understand I will be responsible for utility charges up to the date this completed form is received by the City. Any move in date discrepancies are between the owner/agent and tenant.

I do hereby acknowledge that as the property owner/agent, I am responsible for City of Duvall utility bills not paid by the tenant, including all fees, delinquent charges, interest and court fees. Further, as the owner/agent of the above mentioned property, I understand the following tenant billing policy and my responsibilities:

*Sewer accounts and the sewer and storm drain portion of water/sewer accounts are a lien against the property served and failure to pay same will result in a lien against my property as prescribed by RCW 35.21.290 and RCW 35.67.200.

*If water service is disconnected for non-payment, service will not be resumed until all delinquent charges along with any administrative fees are paid in full.

*The owner/agent will receive duplicate copies of delinquent notices should a tenant's account become overdue per RCW 35.21.217.

*A new tenant will require a new "Request to Bill Tenant" form. If a new tenant contacts the City for utility service, a form will be sent to the owner/agent but the new tenant's account will not be established until the form is received by the City. **All previous accounts must be paid in full prior to a new account being activated.**

*The owner is responsible to notify the City within 14 days of billing changes, such as termination of the rental agreement and vacation of the premises. If a tenant contacts the City to request the final bill, the account will automatically revert to the property owner/agent.

Owner/Agent Signature: _____ Date: _____