

CITY OF PORT TOWNSEND

Office of the Finance Department
250 Madison Street, Ste. 1
Port Townsend, WA 98368
Phone: 360-379-4409 Fax: 360-379-4440



AUTHORIZATION TO BILL TENANT

Before utility bills can be transferred into a tenant's name, this form must be completed and returned to the above address.

Current Date: _____ Effective Date: _____

Please consider this memo as authorization to bill my tenant for services at:

Property address: _____

for the following (place a check mark next to the appropriate services):

- Water
- Sewer (in town customers only)
- Storm (in town customers only)

I understand that in the event my tenant fails to pay these charges, I will be responsible to pay the bill with all penalties and interest due. I further understand that delinquent utility charges have the potential to become a lien against the property.

_____ Owner Name	_____ Tenant Name
_____ Mailing/Street Address	_____ Mailing/Street Address
_____ City, State, Zip	_____ City, State, Zip
_____ Phone Number	_____ Phone Number
_____ Owner's Signature	