

CITY OF PORT TOWNSEND

Office of the Finance Department
250 Madison Street, Suite 1
Port Townsend, Washington 98368
Phone: 360-379-4409 • Fax: 360-379-4440



AUTHORIZATION TO MAKE PAYMENT ARRANGEMENTS

In order to make payment arrangements with the City of Port Townsend this form must be completed and signed by both parties and returned to the above address. Please note that this arrangement is for the past due balance only. You are still obligated to pay all future invoices on time.

Current Date: _____ Pay up Amount : \$ _____

Please consider this memo as authorization to make payment arrangements for:

Property address: _____

Payment(s) will be: \$ _____ \$ _____ \$ _____ \$ _____
by date(s): _____

OR

Account will be paid IN FULL by following date: _____

I understand that in the event that 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

Tenant's Signature