



AUTHORIZATION FOR STATEMENT COPIES

Date:	Service Address:
Property Owner Name:	Account Number:
Property Owner Mailing Address: _____ _____	Property Owner Telephone Number: (____) _____ - _____
City, State Zip Code	

Resolution No. 677 requires that utility accounts must be in the name of property owners. Property owners may request, in writing, that tenants and/or property management companies receive copies of bills, payment reminders, and shut off notices. **Utility charges remain with the property**, regardless of changes of occupancy or ownership. Property owners must complete an Authorization for Statement Copies form with each change in occupancy.

TENANT AND THIRD PARTY INFORMATION

Tenant Name:	Third Party Name:
Tenant Telephone Number: ()	Third Party Telephone Number: ()
Tenant Mailing Address: _____ _____	Third Party Address: _____ _____
City, State Zip Code	City, State Zip Code

CHANGE IN RESIDENCY/TENANT BILLING OPTIONS

<p style="text-align: center;"><u>Option 1 – Final Utility Bill –Cost \$35.00</u></p> <p><i>Before</i> the occupancy changes at the property, the property owner(s) can call the District at 425.337.3647 and request a final bill be prepared. The District will read the meter on the change of occupancy date and prepare a Final Utility Bill. <i>The District does mail Final Utility Bills to Property Owners and their authorized tenants and/or third parties.</i></p>	<p style="text-align: center;"><u>Option 2 – Pro-rated Utility Bill – Cost \$0.00</u></p> <p>Property owners can pro-rate a utility bill for their tenant. The most common method to pro-rate a utility bill is: $\begin{aligned} & \\$110.00(\text{last bill}) \div 60(\# \text{ bill days}) \times 15(\# \text{ occupancy days}) \\ & = \\$27.50(\text{pro-rated bill for 15 days of occupancy}) \end{aligned}$ <i>The District does not mail Pro-rated Utility Bills to Property Owners and their authorized tenants and/or third parties.</i></p>
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Property Owner or Authorized Agent Signature **Date**

Check box to stop Property Owner's Autopay payment, if applicable.