



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. **Due to the COVID-19 Stay-at-Home order, past due account balances must be paid before a tenant is setup to receive bill copies.**

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><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 <u>425.337.3647</u> 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.</p> <p><i>The District does mail Final Utility Bills to Property Owners and their authorized tenants and/or third parties.</i></p>	<p><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:</p> <p style="text-align: center;">\$110.00(last bill) ÷ 60(# bill days) × 15(# occupancy days) = \$27.50(pro-rated bill for 15 days of occupancy)</p> <p><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.

District Completes					
Account Balance	Past Due Balance	Current Charges	Prorated Charges	Total	Completed Date