



## AUTHORIZATION FOR STATEMENT COPIES

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

Resolution 621 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 residency.

### TENANT AND THIRD PARTY INFORMATION

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

### CHANGE IN RESIDENCY BILLING OPTIONS

When tenancy at the property changes, property owners can contact the District **before** the change of tenancy date and request the District to prepare a final bill. To prepare a final bill, the District will read the meter on the date provided, prepare a final bill, and mail the final bill to both the property owner and their tenant. There is a \$35.00 service fee to prepare each final bill.

Property owners can provide a pro-rated bill for their tenant. One method to pro-rate a utility bill is:

$$\text{(Last Bill or current bill divided by 60 billing days times the number of days of residency e.g. 15 days)} \\ \text{(\$106.10, divided by 60, times 15 days of residence, equals \$26.52)}$$

The District does not mail pro-rated bills to tenants.

\_\_\_\_\_  
**Property Owner or Authorized Agent Signature**

\_\_\_\_\_  
**Date**