



**CITY OF CARNATION
REQUEST TO BILL TENANT FORM**

Owner Information:

Name: _____ Account #: _____

Service Address: _____ Phone #: _____

Owner's Mailing Address: _____

Tenant Information:

Name: _____ Phone #: _____

Mailing Address: _____

Move-In Date: _____ (Cannot be prior to the last billing date)

I, _____, declare under penalty of perjury under the laws of the State of Washington that all of the information provided on this form is true and correct. I am the owner/agent of the above-mentioned property and am requesting that you bill my tenant for any regular utility services that would appear on the monthly bill from the City of Carnation. I am submitting this application on behalf of the tenant(s) whose identity I have verified in compliance with the Federal Trade Commission Red Flag Rules.

I understand the City will not establish an account for my tenant until the City has received this written request.

I do hereby acknowledge that as the property owner/agent, I am ultimately responsible for City of Carnation utility bills, as well as any fees, delinquent charges, interest and court fees. Further, as the owner/agent of the above mentioned property, I understand the following tenant billing policy and my responsibilities:

- The account will be billed a small fee for sending a duplicate bill to the tenant.
- If water/sewer service is disconnected for non-payment, the water meter will be turned off and locked until all delinquent charges along with any administrative fees are paid in full.
- The owner/agent will continue to receive the utility bill and any delinquent notices.
- A new tenant will require a new "Request to Bill Tenant" form. If a new tenant contacts the City for utility service, a form will be sent to the owner/agent, but the new tenant's account will not be established until the form is received by the City.
- The owner/agent is responsible to notify the City within 14 days of billing changes, such as termination of the rental agreement and vacation of the premises. If a tenant contacts the City to request a final bill, the account will automatically revert to the property owner/agent.

Owner/Agent Signature: _____ Date: _____