

# **Owner Authorization for Direct Renter Billing (DRB)**

\*\*\*PLEASE PRINT\*\*\*

Account #: \_\_\_\_\_ Effective Date: \_\_\_\_\_

Rental Address: \_\_\_\_\_

## **Tenant Information**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State & Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

## **Owner Information**

Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State & Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Mobile #: \_\_\_\_\_

Fax #: \_\_\_\_\_ Email: \_\_\_\_\_

Allow Payment Arrangements for tenants:  No  Yes

Payment Arrangements are manual agreements outside the normal billing system that extend delinquent balances to the end of the delinquent month before water service is disrupted. Neither tenants nor owners are notified before water service is disrupted in the event the terms of a Payment Arrangement are not met.

Reminder: If a tenant moves out, the City must be notified to put the billing back in the owner's name. The City will not be responsible for late fees, Turn Off charges or other fees incurred because of tenant vacating or because the City was not notified to terminate service.

Notice: The billing may be sent to the owner, at the owner's address, or to the tenant at the service address (or the tenant's PO Box). The City will not send billings to the tenant's forwarding address. The owner will be responsible for forwarding final tenant bills to addresses other than the service address. If a tenant has their mail forwarded from the service address, via the Post Office, the owner may request the billing be put back in their name after the bill is sent out. The owner will still be responsible for pro-rating any bills.

Delinquent Notice: In the event that a tenant's bill has gone into delinquent status the owner will receive a copy of the delinquent bill & will continue to receive delinquent bills until the account is current.

I, the undersigned, legal owner (or acting on behalf of the legal owner) of the above rental property, authorize the billing for water, sewer, & stormwater to be sent to the above tenant address and agree to the terms and regulations adopted by the Washougal City Council. I also understand that any unpaid balance will become a lien against the property for which I will also be responsible for.

I have read & understand the above information.

Owner/Authorized Agent Initials \_\_\_\_\_

**City of Washougal**  
**1701 C Street**  
**Washougal, WA 98671**

**Phone: 360.835.8501**  
**Fax: 360.835-8808**  
**www.cityofwashougal.us**

The legal owner of the property receiving the service is responsible for all water, sewer, & stormwater bills.

The City will not be responsible for unpaid bills as a result of tenants moving in or out.

The City will not be responsible for collecting past due/unpaid bills from tenants who have vacated the rental property.

If the tenant declares bankruptcy the account will revert back to the owner and remain in the owner's name until after the bankruptcy has been resolved. To add the same tenant back onto the account a new Owner Authorization for Direct Renter Billing Form will be required along with proof that the bankruptcy has been resolved.

All charges for water, sewer, & stormwater will become a lien upon the property until the charges are paid.

The City will not read the meter between tenants.

The owner shall be responsible for pro-rating any billings for tenants.

Owners of business properties shall be responsible for any businesses which are renting/leasing from them.

Billings will be addressed to the tenants only after an agreement has been signed by the property owner.

This agreement will state that the owner will be responsible for any unpaid billings for utility services.

The agreement must be completely signed before any billings will be placed in the name of the tenants.

The agreement forms are available at City Hall located at 1701 C Street, Washougal, WA 98671 or [www.cityofwashougal.us](http://www.cityofwashougal.us)

The City will not be responsible to advise the property owner of any delinquency or any other problem involving the billing or operation of any account, even if such an agreement is made.

Other than providing in this ordinance, under no circumstance will any billing be sent to any address other than the address of the legal owner (or authorized agent aka a property management company) of the real property.

Date: \_\_\_\_\_

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Signature of Legal Owner or Authorized Agent

Rental properties & Direct Renter Billing are in accordance with WMC 13.20.134, to which a copy of the Ordinance will be provided upon request.