

LANDLORD'S REQUEST FOR TENANT TO RECEIVE COPY OF BILL

Revised May 2013 per Vision Software Capabilities

TO: City of Okanogan
120 3rd Avenue North
PO Box 752
Okanogan, WA 98840

Dear City Clerk:

I, _____, being the property owner of the property known as _____, hereby request that a copy of the utility bill for water, sewer, and garbage be sent to the renter/tenant, _____, at the mailing address of _____ and phone number of _____.

I understand that in the event the renter/tenant moves and leaves a balance owing on the utility bill, as the owner of this property, I am responsible for any amount left unpaid. **I further understand that any balance left owing on the utility bill for the City of Okanogan constitutes a lien against this property and service will not be reinstated until the balance has been paid.**

In the event the above-named renter vacates the property, it is my responsibility to notify the City.

DATED this _____ day of _____, _____.

Property Owner's Signature & Account Number

Property Owner's Address

Property Owner's Phone Number

For Office Use Only

Effective Month

Renter's Account Number

Move out Date