



## PROPERTY OWNER REQUEST FOR ADDITIONAL BILL COPIES

Telephone: 253-922-8733

Website: [www.cityofmilton.net](http://www.cityofmilton.net)

**Please use this form to request or stop copies of utility bills be sent to tenants, Property Managers etc.**

Service Location # \_\_\_\_\_ Account # \_\_\_\_\_

Owner's Printed Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Property Address: \_\_\_\_\_

Owner's Mailing Address: \_\_\_\_\_

Owner's Email Address: \_\_\_\_\_

As owner of the property referenced above, I understand that I am responsible for all utility charges and I will be billed for utility services supplied to this location. I hereby request that a duplicate copy of the billing statements, and all notices for utility services, be mailed to a third party. I agree to a \$3.00 monthly fee per third party notification, which will be charged to my account for this service.

I also understand that **each time** there is a **change of occupancy**, I must renew this agreement. I understand that this service may be stopped at any time upon my written request. It is the responsibility of the owner to provide written notification of any changes in residency status or billing information. Tenants may not make changes to accounts.

I understand if the tenant fails to pay the utility bill, I will be responsible for all charges including, but not limited to, the utility bill, penalties, and any other utility billing fees.

If requesting a final read for this account, I understand there is a \$15 fee for this service.

I would like a **FINAL READING** of the utility meters  **YES**  **NO** If these fields are left blank, a final reading will not be processed.

I am requesting to  **START**  **STOP** **Duplicate Billing Service for the Party below:**

Third Party's Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Third Party's Mailing Address: \_\_\_\_\_

Third Party's s Email Address: \_\_\_\_\_

**Owner's Signature:** \_\_\_\_\_ **Effective Date:** \_\_\_\_\_

**Completed forms shall be submitted to: Milton City Hall, 1000 Laurel Street, Milton WA 98354**

**Email:** [utilities@cityofmilton.net](mailto:utilities@cityofmilton.net)

**Fax:** 253-922-2385

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