



**City of Kent Customer Service**  
 220 Fourth Avenue S.  
 Kent, WA 98032-5895  
 253-856-5201 Fax (253) 856-6200  
 customerservice@KentWA.gov

# Owner Authorization Form

**To be filled out by the legal owner(s):**

DATE \_\_\_\_\_ ACCOUNT# \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

I, \_\_\_\_\_ owner of the above property, would like you to bill my  
 tenant/ agent \_\_\_\_\_,

for services as of the following date: \_\_\_\_\_

Tenant/ agents phone: \_\_\_\_\_

Tenant/ agents billing address (if different than service address): \_\_\_\_\_



**I understand that the utility bill will remain my responsibility and I agree to pay it if my tenant does not.** I also understand that the transfer of billing will not take place until the existing account balance is paid in full. This duplicate billing is an accommodation to me, but I remain the party with whom the City is contracting for utilities. This accommodation is for my sole benefit and does not create a contractual relationship between the tenant and the City of Kent. I understand that utility billings are a lien against the property served and that failure to pay same will result in foreclosure of such lien as prescribed by the laws of the State of Washington. Revised Code of Washington: RCW 35.21.290 and RCW 35.67.200

For accuracy of billing, it is my responsibility to notify you of vacancy or other changes in billing information as soon as possible. I also understand that each time there is a change of tenant, I must renew this agreement. If the owner fails to notify the City of changes it will be the owner's responsibility to work out the proration of billing with the tenant.

When the tenant is *repeatedly late in paying the bills*, it is our policy to put the **Billing** back into the owners name. Effective with the next billing, the Utility Billing Statement will be sent to your address in your name. We then will be expecting payment directly from you. It will be up to you, as the owner to collect from your tenant. If, after 1 year, the account is paid on time or your current tenant vacates, you may contact us directly or go online to [www.KentWA.gov/residents](http://www.KentWA.gov/residents) for a new authorization form. We will review the account to see if the tenant qualifies for billing.

If the tenant contacts the City to request a final billing, the account will automatically be placed back into the owner's name until further written notification is received. The water service will remain on and continue to accrue charges unless a written request is received from the owner to turn the water off after the tenant has vacated the premises.

**Signature below indicates you have read and understand the above.**

Owner's Signature \_\_\_\_\_

Date \_\_\_\_\_ Phone Number \_\_\_\_\_

Mailing address \_\_\_\_\_