



REQUEST FOR ALTERNATE BILLING – CUSTOMER ACCOUNTS
CITY OF KIRKLAND FINANCE DEPARTMENT
 123 Fifth Avenue, Kirkland, WA 98033 · utilitybilling@kirklandwa.gov
 (425) 587-3150 / Fax (425) 587-3110

Effective January 1, 2007 there will be a \$10.00 charge to your account for processing this Request for Alternate Billing.

Date: _____

For Office Use Only

Date: _____

Authorized Signature: _____

Service Address: _____ **Account #:** _____

I, _____, owner of the above mentioned property would like you to bill my tenant or authorized party for water/sewer/garbage services.

Please check applicable condition:

- This is a residential property, and I request the tenant be billed.
- I have retained a management company to manage my rental property. I request that the Management Company be billed.
- My tenant is a commercial business. I request that the commercial business be billed.
- I am incapacitated and have designated the alternate party as my power of attorney. I request that the person named by the Power of Attorney be billed (attached documentation).
- My tenant is a senior citizen and needful of a Senior Citizen discount and as such must be the billed party. I request that the tenant be billed (attached documentation).

I understand the City will begin billing my tenant as soon as this written request is received by the City. I understand the **City will not do final bills and it shall be the responsibility of the owner to prorate bills between tenants.**

I do hereby acknowledge that, as the property owner, I am responsible for water/sewer/garbage bills not paid by the tenant, including all lien fees, delinquent charges, and interest that might accrue. Further, I understand the following tenant billing policy and my responsibilities as owner of the above property.

- **Water, sewer, and garbage bills are a lien against the property served**, and failure to pay same will result in a lien against my property as prescribed by the Revised Code of Washington: RCW 35.21.290 and RCW 35.67.200.
- If water service is disconnected due to non-payment, service will not be resumed until all delinquent charges, together with any administrative fees, are paid in full.
- **Owner is responsible to notify the City of Kirkland of any changes in billing.** If a tenant contacts the City to stop service, the account will automatically revert back to the owner's name.

- Tenant is authorized to make changes to the level of service for the garbage collection with the City of Kirkland or waste management company.
- **A new tenant will require a new “Request for Alternate Billing” form.**
- **The owner will receive a delinquent notice whenever the account is overdue.**

I do certify that the above account balance is current and that there are no delinquent balances attached to it.

Tenant’s name: _____ Tenants Phone # _____

Second Name (if any): _____ Tenants Work # _____

Tenant’s Mailing Address (*if different than service address*): _____

Management Co. Name _____ Mgmt. Co. Phone # _____

A copy of the management agreement must be submitted with the *Request for Alternate Billing*.

Management Co. Signature _____

Management Co. Address _____

Owner’s Signature _____ Owner’s Phone # _____

Owner’s Mailing Address: _____

Dated at _____ this _____ day of _____, _____

SUBSCRIBED AND SWORN to me this _____ day of _____, _____

Notary’s Signature

Print Notary’s Name

Notary Public in and for the State of _____

Residing at _____

My commission expires _____

A legible copy of owner’s drivers license may be submitted in lieu of this form being notarized.