



**REQUEST FOR COMMERCIAL TENANT BILLING – CUSTOMER ACCOUNTS
CITY OF KIRKLAND FINANCE DEPARTMENT**

123 Fifth Ave, Kirkland, WA 98033 • utilitybilling@kirklandwa.gov (preferred)
(425) 587-3150 • Fax (425) 587-3110

Dear Property Owner:

If you would like someone other than the property owner to receive the utility bill, you will need to complete the appropriate form and submit it along with a legible copy of your driver's license. If the property is owned by a company or you are signing on behalf of an HOA or other entity, please include your title.

There are three options available for you:

1. City of Kirkland Tenant Billing Form – This is the form to complete when you wish to have the bill mailed to the tenant at the service address. The bill will be addressed to “tenant” at *service address* and the authorization will remain active until revoked in writing. There is a \$10.00 fee posted to your account for processing this form.
2. City of Kirkland Alternate Billing Form – This is the form to complete when you wish to have the bill mailed to someone other than the property owner or tenant—such as a property manager or bill payer. You will also need to provide a copy of your management agreement. A new alternate billing form will need to be completed for each billing change. There is a \$10.00 fee posted to your account for processing this form.
3. City of Kirkland Commercial Tenant Billing Form - This is the form to complete when you wish to have the bill mailed to commercial tenant at the service address or another specified address. The authorization will remain active until the owner or the commercial tenant revokes the commercial tenant billing form. There is a \$10.00 fee posted to your account for processing this form.

The commercial tenant billing will begin immediately upon receipt of your approved form. We bill every other month for a full two-month period. It will be your responsibility to prorate bills between tenants, as the City of Kirkland does not generate a final bill when tenants move out. Final bills are only generated upon the sale of a property.

Please feel free to contact Utility Billing at (425) 587-3150 or utilitybilling@kirklandwa.gov

Sincerely,

Customer Accounts –Utility Billing
City of Kirkland



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A \$10.00 charge will be added to your account for processing this Commercial Tenant Billing Form.

Date: _____

<p><i>For Office Use Only</i> ID verified: Initials: _____ Date: _____ Date: _____ Authorized Signature: _____</p>

Service Address: _____ Zip Code: _____ Account #: _____

I, _____, owner /authorized representative of the above-mentioned property would like you to bill the noted commercial tenant for City of Kirkland provided water/sewer/garbage services. I understand the City will begin billing the tenant as soon as this written request is received by the City. The owner will receive a delinquent notice whenever the account is overdue.

I do hereby acknowledge that, as the property owner / authorized representative, I am responsible for City of Kirkland provided water/sewer/garbage bills not paid by the commercial tenant—including all lien fees, delinquent charges, and interest that might accrue. Further, I understand the following billing policy and my responsibilities as the 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 the property, and could include being sent to the City’s collection agency, 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 past due charges, together with any administrative fees, are paid in full.
- **The owner is responsible to notify the City of Kirkland of any changes in billing or owner contact information.**
- The commercial tenant is authorized to make changes to the level of service for the garbage collection with Waste Management Company.
- **A new commercial tenant will require a new “Request for Commercial Tenant Billing” form.**

If owner is not available to sign, the management company may sign this form if already recognized by City of Kirkland Utility Billing as a party authorized by the legal owner. You must also include the owner’s contact information.

Commercial Tenant Name: _____ **Tenant Phone #:** _____

Commercial Tenant Signature: _____ **Title:** _____ **Date:** _____

Commercial Tenant Address: _____

UBI# _____

Owner Signature (& Title, if applicable): _____ **Date:** _____

Owner’s Mailing Address: _____

Owner’s E-Mail: _____ **Owner’s Phone #:** _____

UBI# _____