



REQUEST FOR PROPERTY MANAGEMENT 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 and submit the appropriate alternate billing form. If the property is owned by a company or you are signing on behalf of an HOA or other entity, please include your title.

Alternate Billing Options:

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. The authorization will remain active until revoked by the Owner. There is a \$10.00 fee posted to your account for processing this form.
2. City of Kirkland Property Management 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 signed 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 alternate 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 Property Management Billing Form.

For Office Use Only

Date: _____

Initials: _____ Date Received: _____

Date: _____ Authorized Signature: _____

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

I, _____, owner /authorized representative of the above-mentioned property would like you to bill the noted property management company/bill payer for City of Kirkland provided water/sewer/garbage services. I understand the City will begin billing the management company 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 management company—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.
- New property management company require a new "Request for Property Management Billing" form.
- The **owner/authorized representative** of the above property is **required** to provide the **owner's current mailing address on this form** and to notify the City of Kirkland of any changes to the PM or owner's address.
- Owner mailing address refers to the property legal owner's address and cannot be the property management address. As a property manager, if you are not able to provide the owner contact information, please reach out to the owner to complete this section of the form prior to submitting your request.
- The management company is authorized to make changes to the level of service for the garbage collection with Waste Management Company.
- **Property Management UBI Number** (Unified Business Identifier) is required. If this property is a **rental** property UBI Number is required for the **Legal Owner**.

Please see Kirkland Municipal Code 7.02.0040 Business License Required for additional details.

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

Your typed name below constitutes an official electronic signature for this document.

Management Co. Signature: _____ **Title:** _____ **Date:** _____

Management Co. Address: _____

Management E-Mail: _____ **Management UBI#** _____

- If the owner is unavailable to sign, management may sign but **MUST** include the signed Property Management Agreement.

Your typed name below constitutes an official electronic signature for this document.

Owner's Signature: _____ **Date:** _____

Owner's Mailing Address: _____

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

Owner's UBI# for Rental Property: _____