



TENANT AUTHORIZATION FORM - (OWNER/PMC ONLY)

Date: _____ SERVICE LOCATION: _____, Fircrest, WA

This is a rental property and I certify that I am the LEGAL OWNER PMC *Management Agreement MUST be on file*

LEGAL OWNER NAME: _____ D.O.B _____

MAILING ADDRESS: _____

Where any Past Due Statements and Utility Bills in-between tenants to be Mailed.

CONTACT #: (_____) _____ EMAIL: _____

My Tenant Is: MOVING IN MOVING OUT EFFECTIVE DATE: _____
A deposit will be required

TENANT NAME(S): _____

Tenant's Forwarding Address (if moving out): _____

*Your tenant(s) MUST contact my office as well to update their information and if moving in will be required to pay their utility deposit before an account will/can be established in their name(s).

- I understand that the Legal OWNER is fully and legally responsible for all of the City of Fircrest utility billings against the above Service Location regardless of the fact that the billings are made in the name of a tenant or other occupant. Such billings are for personal convenience only and shall not affect the lien rights of the City of Fircrest against the property. (Refer to FMC 17.04.080).
- I understand, for accuracy of billing, it is my responsibility to notify the City of Fircrest as soon as possible when a tenant moves into and/or out of the home
 - a) If I do not contact the City of Fircrest and submit the required form before a tenant moves into the home the City of Fircrest will be unable to collect the required utility deposit from my tenant and subsequently will be unable to generate an account for billing purposes in the tenant's name.
 - b) If I do not contact the City of Fircrest before a tenant moves out of the home the effective date will be that date given by the tenant.
- It is MY responsibility to ensure my tenant(s) pays their required utility deposit. If my tenant(s) does not pay the required deposit the account will remain in my, the owner, name and mailed to the mailing address above and it will be my responsibility to ensure the utility bills are paid to avoid delinquencies and/or disconnection of services.
- I understand that the location, where water meters remain unlocked in-between tenants, will be charged based on the services provided in accordance with the rates now in effect or as subsequently increased or decreased by ordinance or resolution. (unless otherwise requested meters will remain unlocked in-between tenants)
- Utilities that are disconnected will require ALL charges associated with the above service location to be paid in full as well as a \$25.00 reconnection fee before reconnection will occur.
- I understand the Setup Fees will be added to the first bill. There is no charge for stopping service.
- As a courtesy I will receive a copy of any mailed late notice that is sent to my tenant(s).
- To submit this form, or for more information, questions or concerns I can contact the City of Fircrest
 - Public Works Department at (253) 564-8900 or fax (253) 564-3640 or Mail 115 Ramsdell St, Fircrest WA 98466
 - Or Utility Billing Clerk Directly at (253) 238-4126 or by email vwalston@cityoffircrest.net

By signing this form I affirm the information is true and correct to the best of my knowledge.

Signature of Requester: _____ Date: _____

FOR UTILITY USE:			
Account # _____	If PMC is Mgmt Agree. On File? Yes <input checked="" type="radio"/> No <input type="radio"/>		
Deposit Amt. \$ _____	Date Rec. _____	Ref# _____	