Utility Account Number: _____

City of Aberdeen
Tenant Authorization Form

I, _____, owner of the premises at _____ request the City of Aberdeen to send all future utility service billings to the tenant of the said premises. <u>I understand that in accordance with the City of Aberdeen Municipal Code Section(s) stated on back, any unpaid charges will become a lien against the utility services on the above stated premises and any unpaid charges are my responsibility.</u>

I also understand that I may request a duplicate billing be sent to my address listed below, as a courtesy, and that it will be my responsibility to notify the City of Aberdeen of any changes in my mailing address. I also understand that my rights to a duplicate billing may be revoked if I fail to notify the City of Aberdeen and the billing is returned undeliverable.

_____ _____ **Duplicate Billing?**

Owner /Agent Signature **Phone Number** ☐ **Yes** ☐ **No**

_____

Owner/ Agent Name

_____ _____

Owner Mailing Address **Effective Date**

_____ _____

Tenant Name **Phone Number** **Mailing Address**

Section 13.48.040 **<u>Responsibility, payment, delinquencies, and penalties</u>**

A. **The person who owns the premises served by the sewerage system shall be responsible for payment of the sewer user charge for that property, notwithstanding the fact that the property may be occupied by a tenant or other occupant who may be required by the owner to pay said charges.**

B. The nonmetered users of the sewerage system shall be billed on a monthly basis for services rendered in advance in accordance with the rate schedule as set forth in Section 13.48.020. The metered users of the sewerage system shall be billed on a monthly basis for service.

C. The date of billing for nonmetered users shall be the last day of the month preceding the monthly period for which the sewer user charge is calculated as provided in Section 13.48.020. The date of billing for metered users shall be the last day of each month in which the meter is read.

D. **Sewer user charges shall be due and payable to the finance department upon date of billing. If payment for metered and non-metered accounts is not received within twenty-one (21) days of billing date, the amount shall be deemed delinquent.**

E. In the event of failure to pay sewer charges after they have become delinquent, the city shall have the right to remove or close sewer connections and enter upon the property for accomplishing such purposes. The expense of discontinuance, removal or closing, as well as the expense of restoring service, shall be a debt due to the city and a lien upon the property and may be recovered by civil action or such other remedy as may be available to the city.

F. Sewer service shall not be restored until all charges, including interest accrued and the expense of removal, closing and restoration, shall have been paid.

G. Change of ownership or occupancy of premises found delinquent shall not be cause for reducing or eliminating these penalties. (Prior code § 10.16.024)

Section 13.56.190 **<u>Activation of service – Account set-up charge</u>**

Before the water will be turned on to any premises connected with the city's mains, or any closed account reactivated or new account opened, the owner, or his or her authorized agent, must apply in writing at the water department office and pay an account set-up charge of twenty dollars ($20.00) together with all delinquent water service charges against the premises not more than four months past due. (Prior code § 10.18.170)

Section 13.56.230 **<u>Liability for rates and charges - - Lien against premises - - Refusal of service.</u>**

A. The city shall have a lien against the premises to which water services were furnished for four months charges therefor due or to become due, but not for any charges more than four months past due; provided, that the owner of the premises or the owner of a delinquent mortgage thereon may give written notice to the superintendent to cut off service to such premises accompanied by payment or tender of payment of the then delinquent and unpaid charges for such service against the premises together with a cut-off charge of twenty dollars ($20.00), whereupon the city shall have no lien against the premises for charges for such service thereafter furnished, nor shall the owner of the premises or the owner of a delinquent mortgage thereon be held for the payment thereof.

B. In case any charges for water become a lien against any premises, the water shall be cut off until such charges are paid. No change of ownership or occupancy shall affect the application of this section. (Prior code § 10.18.220)

Section 13.56.570 **<u>Turn-on and/or Shut-off orders.</u>**

A. All turn-on orders must state thereon the number of the premises and the name of the street; provided, that premises whereon buildings are located shall not be supplied with water, except for building purposes, until the correct house number is in place near the entrance of the building.

B. All orders for shut-off and turn-on shall be made in writing to the office of the superintendent, and all new tap numbers shall be supplied by the water office.

C. The owner may at any time sign a turn-off order on a form provided for that purpose at the office of the water department, stating that he will not be responsible for water used or for water services against the premises after that date until further notice.

D. Upon the signing of said notice and the payment of all proper service and cut-off charges, the owner shall be relieved of further responsibility regarding water charges accrued against the premises.

E. The owner of any vacant premises may at any time sign a turn-on order for water service to the premises upon a form provided for that purpose at the office of the water department; and, upon the signing of the order and the payment of all due charges against the premises, shall be entitled to the turning on of service to the premises. (Prior code § 10.18.590)