



# City of Aberdeen

## Tenant Authorization Form

Utility Account Number: \_\_\_\_\_ -000

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. I understand that in accordance with the City of Aberdeen Municipal Code Section(s) stated on the back, any unpaid charges will become a lien against the utility services on the above stated premises and any unpaid charges are my responsibility.

Owner Signature

| OWNER INFORMATION |                  |
|-------------------|------------------|
| Name              | _____            |
| Mailing Address   | _____            |
| City, State, Zip  | _____            |
| Phone             | (        ) _____ |

First month of service tenant should be billed for

| TENANT INFORMATION |                  |
|--------------------|------------------|
| Name               | _____            |
| Mailing Address    | _____            |
| City, State, Zip   | _____            |
| Phone              | (        ) _____ |

**DUPLICATE BILLING will automatically be set up for all accounts so the owner may monitor the activity on the account.**

### 13.48.040 Responsibility, payment, delinquencies and penalties.

(Ord. 6352, Amended, 02/25/2004; Ord. 6252, Amended, 06/28/2000)

- 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 users of the sewerage system shall be billed on a monthly basis for services rendered in accordance with the rate schedule as set forth in section [13.48.020](#).
- C. The date of billing 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 is not received within twenty-one (21) days of billing date, the amount shall be deemed delinquent.
- E. Bills for sewer user charges shall be mailed to the address specified in the application for service unless and until a different owner or user of the property is reported to the Finance Department.
- F. 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.
- G. Sewer service shall not be restored until all charges, including interest accrued and the expense of removal, closing and restoration, shall have been paid.
- H. Change of ownership or occupancy of premises found delinquent shall not be cause for reducing or eliminating these penalties.

### 13.56.190 Activation of service—Account set-up charge.

(Ord. 6497, Amended, 03/24/2010)

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 an agent authorized in writing by the owner to open an account in the owner's name, must apply in writing at the water department office and pay an account set-up charge together with all delinquent water service charges which have become a lien against the premises under AMC [13.56.230](#). The property owner shall have the right to have water bills mailed to a tenant, or agent, but this shall not relieve the property from liability for water charges incurred.

### 13.56.230 Liability for rates and charges—Lien against premises—Refusal of service.

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, 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.

### 13.56.570 Utility service request notices - vacant premises - occupied premises - security deposits.

(Ord. 6497, Amended, 03/24/2010)

A. The owner of any vacant or occupied premises may at any time sign a utility service request notice to activate water service and other mandatory city utilities billed through the water account to the premises upon a form provided for that purpose at the office of the water department.

B. The owner of any vacant premises may at any time discontinue services by filing a service request notice. Upon the filing of the request and the payment of all service and shut-off charges, the owner shall be relieved of further responsibility regarding water charges accrued against the premises and the water service shall be shut off.

C. The owner of any dwelling unit occupied by someone other than the owner may at any time file a service request notice to discontinue services for occupied premises on a form provided for that purpose by the water department. The owner shall provide the names, mailing addresses, and telephone numbers, if known, of the persons occupying the dwelling unit. Upon the filing of the request and the payment of all service and shut-off charges, the owner shall be relieved of further responsibility regarding water charges accrued against the premises. The water service to occupied dwelling units shall not be shut off on the owner's request until at least ten days notice has been posted on the premises informing the occupants that: [1] the owner has signed a shut off order; [2] the occupants may maintain water service by paying all current charges from the date of the shut-off order; [3] the amount of the current charges due; [4] whether or not a security deposit will be required; [5] the address and telephone number to contact for billing questions or to request a hearing; and [6] service will not be shut-off while a hearing is pending.

D. The director may require security deposits, as approved by the city council, as a condition of authorizing continued water service to occupied dwelling units after the owner of the premises has signed a shut-off order. The security deposit shall be based on the occupant's own creditworthiness and shall be uniformly applied to all tenants where the owner is delinquent or has signed a shut-off notice.