

**CITY OF POULSBO FINANCE DEPARTMENT
200 NE MOE STREET, POULSBO, WA 98370
(360)779-3901
UTILITY BILLING AUTHORIZATION APPLICATION**

- I authorize the City of Poulsbo to mail the City's Utility Billing to the Tenant of my property as indicated on this form
- I will be notified in the event of non-payment of the tenant
- I agree in the event the Tenant moves and leaves an unpaid balance, I will be responsible for payment, including any penalties and water turn off/turn on fees and lien recording fees
- I understand it is the Property Owner's responsibility to contact the City when a Tenant vacates the property or when the owner's mailing address changes.
- I understand that account must not have any past due balance prior to the City approving application
- I understand in the event the application is submitted more than one month prior to effective month; the account will go through the application process again to verify account is current prior to adding the new Tenant. If the account proves to be delinquent it may be subject to an additional \$10 application processing fee

THIS APPLICATION MUST BE SUBMITTED WITH A \$10.00 PROCESSING FEE or CONTACT THE CASHIER @ 360-394-9726 TO PAY WITH CREDIT CARD

Service Address _____

Account Number: _____ Effective Month* _____
From the 1st of a month only

Property Owner: _____

Property Owner's
Mailing Address: _____

Home / Cell Phone Number: _____

E-Mail Address: _____

Tenant's Name or Property Manager _____

Mailing Address _____

Home / Cell Phone Number: _____

E-Mail Address: _____

OWNERS SIGNATURE

CITY RECEIPT #

*Must be received 10 days prior to the end of the desired billing cycle (effective month)

We do not pro-rate billings on rented properties