City of Poulsbo
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Poulsbo, Washington
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360-394-9881
www.cityofpoulsbo.com
utilitybilling@cityofpoulsbo.com

UTILITY BILLING AUTHORIZATION

Application Fee: $10.00

Who Completes this Application?

Property Owners who wish to authorize another individual or entity to directly receive their property's City of Poulsbo Utility Bill

What is the Timing on this Billing Authorization?

Billing authorizations are based on a full month (beginning on the 1st day of Effective Month to Begin), the City will not pro-rate for a partial month

Utility Accounts are billed in arrears and this application must be sumbitted *at least 10 days prior* to the end of the desired Effective Month

What are the Requirements for Submission?

The Utility Account must be current with no past due balances, signed by Property Owner and application fee paid at time of submission

What are the Requirements for Final Approval?

The Utility Account must be current with no past due balances on the first day of requested Effective Month to Begin; if, the Utility Account is not current on the first day of requested Effective Month to Begin, the application may be subject to a secondary application fee

The Property Owner will:

- **Remain legally responsible for payment of the Utility Account to include all charges, penalties and fees; (this includes any unpaid balances upon Tenant move out or in the event of Sale of Property)**
- **Contact the City of Poulsbo upon Tenant move out or removal of Property Manager**
- **Contact the City of Poulsbo upon Change of Property Ownership or Change of Mailing Address**
- **Ensure the Utility Account is paid in full with no past due balances prior to submitting this form**

The City of Poulsbo will:

- **Mail my Utility Bill directly to the Tenant or Property Manager as indicated on this form**
- **Notify Property Owner in the event of non-payment by the Tenant or Property Manager**
- **Remove Tenant or Property Manager from the account in the event of Sale of Property**
- **Issue all Final Bills in the name of the Property Owner/Seller in the event of Sale of Property**

Utility Account Information

Utility Service Address: _____

Utility Account Number: _____ Effective Month to Begin: _____

**From 1st Day of Month Only*

Person or Entity Authorized Information

Authorized Billing Recipient: _____

Authorized Billing Mailing Address: _____

_____

Authorized Billing Contact Phone Number: _____ ☐ Cell ☐ Home

Authorized Billing Contact E-mail Address: _____

Property Owner Information

Property Owner Name: _____

Property Owner Mailing Address: _____

**Must be different from Service Address*

_____

Property Owner Contact Phone Number: _____ ☐ Cell ☐ Home

Property Owner Contact E-mail Address: _____

_____ _____

Property Owner Signature Date Signed

City Use Only **Date Received :** **Receipt Number:**