



City of Poulsbo
 200 NE Moe Street
 Poulsbo, Washington
 98370-7347
 360-394-9881

www.cityofpoulsbo.com
utilitybilling@cityofpoulsbo.com

UTILITY BILLING AUTHORIZATION

Application Fee: \$10.00

Post fee to the Utility Account Paid fee with form submission

This form must be completed by the Property Owner and returned to the City of Poulsbo before a person or entity can be authorized to receive utility bills or access certain account information.

Authorizations are based on a full month, beginning on the 1st of the requested Effective Month to Begin. Applications must be submitted at least 10 days prior to the end of the desired Effective Month

It is the responsibility of the Property Owner to prorate bills between incoming and outgoing occupants. Final bills are processed in the event of the Sale of the Property and will be issued to the Property Owner.

Utility Account Information

Utility Service Address: _____

Utility Account Number: _____ Effective Month to Begin: _____
*From 1st Day of Month Only

Please check the boxes below before completing the information on the next page:

Utility Billing Authorization Form will be considered incomplete without checking the fields below

I understand this Billing Authorization is a courtesy, and the City reserves the right to deny authorizations. Definite ineligibility includes, but is not limited to, a prior history of late payments, service suspensions due to non-payment, and/or multiple returned payments.

I understand this Billing Authorization will only become effective if the Utility Account is **current with no past due balances**. If the account is not current on the 1st day of the requested Effective Month to Begin, the application may be subject to a second application fee.

I understand I remain legally responsible for payment of the Utility Account as the Property Owner, including all charges, penalties, and fees. This includes any unpaid balances upon Tenant move out, change in Property Management, or Sale of the Property.

I understand the City of Poulsbo will mail dual billing notifications and notices of possible shut off to my mailing address on file in the event of non-payment by the Tenant or Property Manager. **If the account reaches shut-off status more than one time, the utility billing will revert to me as the Property Owner and the Tenant or Property Manager will not be reauthorized.**

I will contact the City of Poulsbo upon Tenant move out or removal of Property Manager.

I will contact the City of Poulsbo upon Change of Property Ownership and/or Change of Mailing Address.

(Continue to Page 2)

UTILITY BILLING AUTHORIZATION

Person or Entity Authorized Information			
Authorized Billing Recipient:			
Authorized Billing Mailing Address:			
Authorized Billing Contact Phone Number:		<input type="checkbox"/>	Cell
		<input type="checkbox"/>	Home
		<input type="checkbox"/>	Business
Authorized Billing Contact E-mail Address:			
Property Owner Information			
Property Owner Name:			
Property Owner Mailing Address:			
	<i>*Must be different from Service Address</i>		
Property Owner Contact Phone Number:		<input type="checkbox"/>	Cell
		<input type="checkbox"/>	Home
		<input type="checkbox"/>	Business
Property Owner Contact E-mail Address:			
	Property Owner Signature		Date Signed
City Use Only	Date Received :	Receipt Number:	

Completed Utility Billing Authorization forms (**both Page 1 & 2**) can be submitted using the following options:

Email: utilitybilling@cityofpoulsbo.com

Mail: Poulsbo City Hall
 Attn: Utility Billing
 200 NE Moe Street
 Poulsbo WA 98370-7347

City Hall Drop Box: 3rd Avenue drive-up box (behind City Hall)
 Main entrance at the corner of Moe & Bjermeland

City Hall In Person: 3rd Floor counter
 8:00 a.m. - 4:30 p.m. Monday - Friday
 Closed for Lunch 12:15pm - 1:15pm