



City of Stanwood
10220 270th Street NW
Stanwood, Washington 98292
(360) 629-2181

AUTHORIZATION FOR TENANT BILLING:

DATE:		PHONE NUMBER:	
PROPERTY OWNER NAME:		ACCOUNT NUMBER:	
PROPERTY OWNER MAILING ADDRESS:		SERVICE ADDRESS:	

Stanwood Municipal Code requires that utility accounts must be in the name of the property owners. Property owners may request, in writing, that tenants and/or property management companies receive bills, payment reminders, and shut off notices. The city may deny billing tenants based on past history of individual accounts. Utility charges remain with the property, regardless of changes of occupancy or ownership. Property owners must complete an Authorization For Tenant Billing form with each change in occupancy. **Past due account balances must be paid in full before a new tenant is setup to receive bills.** If owner requests billings sent to tenant, the city will not send copies to the owner. Owners will be sent a copy of past due notices.

TENANT AND/ OR THIRD-PARTY PROPERTY MANAGEMENT INFORMATION:

TENANT NAME:		THIRD PARTY NAME:	
TENANT PHONE NUMBER:		THIRD PARTY PHONE NUMBER:	
TENANT EMAIL:		THIRD PARTY EMAIL:	
TENANT MAILING ADDRESS:		THIRD PARTY ADDRESS:	

CHANGE IN RESIDENCY/TENANT MOVE OUT INSTRUCTIONS:

Before the occupancy changes at the property, the property owner(s) should call the city at **360-629-2181** and request a final bill be prepared. The city will read the meter on the change of the occupancy date and prepare a final utility bill. If a read is unattainable, the city can prorate a utility bill based on occupancy dates.

PROPERTY OWNER SIGNATURE:		DATE:	
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APPROVE:	<input type="checkbox"/>	DENY:	<input type="checkbox"/>
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