



NOTICE TO LANDLORDS AND TENANTS REGARDING RENTAL PROPERTY

Please retain for your records

- 1. All owners of property served within the District are ultimately responsible for payment of the account, and remain responsible irrespective of any tenancy.**
2. A Billing Authorization Form must be submitted by the landlord to authorize a Management Agency or to transfer the billing account to a tenant. If no Billing Authorization Form is received, billing statements will continue to be sent to the landlord or Management Agency.
3. The property owner/landlord's name and/or Management Agency will remain on file at all times.
4. Once a tenant's name has been added to the account, monthly billing statements will be sent to the mailing address specified by the tenant.
5. In order for the landlord to receive information regarding the billing account once transferred to a tenant, the tenant must fill out and sign the appropriate sections of the Billing Authorization Form. A new Billing Authorization Form must be submitted for each new tenant for whom the landlord wishes to receive account information.
6. Any account that becomes 60 days and \$75 past due is subject to shutoff per District Policy. In such cases, a shut off notice will be mailed to the tenant. A copy will be sent to the landlord if a Billing Authorization form authorizing the landlord to receive the current tenant's billing account information is on file. If no authorization form is on file from the current tenant, the landlord will receive a notice indicating the account is past due and subject to shut-off but containing no account details.
7. Once the account is in a tenant's name, the tenant is authorized to notify the District of their move-out date. The tenant's name will be removed from the account, a final billing statement will be sent to a forwarding address if provided, and the account will be put back in the landlord's name, typically within 2 business days of the move-out date or notification, whichever date is later.
8. The District must receive notice at least 48 hours prior to the move-out date. Move-out dates cannot be "back-dated."
9. If notification is received after the move-out date, all changes to account information will be processed up to 48 hours after being notified.
10. All discrepancies between the owner and tenant regarding any portion of a bill prior to the move-out or notification date must be resolved between the owner and tenant.
- 11. The District WILL NOT seek collection for final payment from ANY previous tenant. Unpaid balances, if any, will revert to the landlord.**

If you have any questions, please call the Billing Department at the number below.



BILLING AUTHORIZATION FORM
email request to: transfers@lefthandwater.org

PROPERTY SERVICE ADDRESS: _____

PROPERTY OWNER(S)

TENANT(S)

Name(s) : _____

Name(s): _____

Mailing Address: _____

Mailing Address: _____
(if different from above) _____

Telephone: _____

Telephone: _____

Email: _____

Alternate (cell) #: _____

Email : _____

Move-in date: _____

MANAGEMENT AGENCY (if applicable)

Agency Name: _____

Contact Name: _____

Agency Address: _____

Agency Telephone #: _____

Agency Email: _____

PLEASE CHECK IF THE MANAGEMENT AGENCY IS FOR EMERGENCY CONTACT ONLY

*This Billing Authorization does not waive any owner's responsibility for payment on their account and to remain responsible even when tenant occupied. The District **WILL NOT** seek collection for final payment from any previous tenant or Management Agency. Water service is subject to shutoff after an account is 60 days and \$75 past due per District Policy. See attached document for further information as to owner responsibility.*

ACKNOWLEDGEMENTS:

LANDLORD(S)

I (we) acknowledge receipt of the Notice to Landlords and Tenants Regarding Rental Property, and agree to the terms and conditions set forth therein:

Property Owner Signature (s) _____ Date: _____

_____ Date: _____

TENANT(S)

I (we) acknowledge receipt of the Notice to Landlords and Tenants Regarding Rental Property, and agree to the terms and conditions set forth therein. I (we) authorize the District to release billing account information to Landlord:

Tenant Signature (s) _____ Date: _____

_____ Date: _____

TO BE COMPLETED BY LEFT HAND WATER DISTRICT

PARCEL ID _____ A/C # _____ A/C BALANCE _____

NEW TENANT ACCT # _____ BY _____ DATE _____