

**City of Algona**

402 Warde Street

Algona, WA 98001

Phone: 253.833.2897

Fax: 253.939.3366

**PROPERTY OWNER/TENANT AUTHORIZATION FORM**

<b>Account #</b>		<b>Date</b>	
<b>Property Address</b>			

Washington State Law (RCW 35.21.300) allows cities to place a lien on properties for which utilities are delinquent by cutting off service. As the lien is placed on the property, and not on an individual, utility services will not be restored until all charges have been paid. Thus, the owner of the property is ultimately responsible.

The property owner will receive a copy of the tenant's past due notification.

It is the property owner's responsibility to notify the City of Algona of any vacancy or other changes in billing information. If the tenant contacts the City of Algona to request a final bill, or if the account is shut off for delinquency, the account will automatically be placed back into the property owner's name until further written notification is received.

I, \_\_\_\_\_, Property owner of the above-mentioned property, would like you to bill the tenant(s)

\_\_\_\_\_

for utility services as of the following date: \_\_\_\_\_.

Tenant's phone number: \_\_\_\_\_

<b>Property owner's Signature</b>	
<b>Mailing Address</b>	
<b>City/State/Zip</b>	
<b>Phone Number</b>	