



### ALTERNATE BILLING FORM

**Owners are required to fill out this form. The owner is ultimately responsible if a tenant/renter defaults on paying their water bill.**

Date: \_\_\_\_\_ Owner Account #: \_\_\_\_\_

Name of Owner: \_\_\_\_\_

Owner Address: \_\_\_\_\_

Owner Phone: \_\_\_\_\_

Move-In Date: \_\_\_\_\_ Tenant Account #: \_\_\_\_\_

Name of Tenant: \_\_\_\_\_

Tenant Address: \_\_\_\_\_

Tenant Phone: \_\_\_\_\_

**REQUIRED TRANSFER FEE (\$15.00):**      **Check**                      **Credit Card**                      **Cash**

Move-out Date: \_\_\_\_\_

Forwarding Address: \_\_\_\_\_

Final Read: \_\_\_\_\_

**I, \_\_\_\_\_ (print name of owner), the owner of \_\_\_\_\_ (address stated above), understand that I am ultimately responsible to pay if my tenant/renter defaults/does not pay their water bill. Furthermore, I understand that if tenant \_\_\_\_\_ (print tenant name) moves without paying their water bill, I, the owner am ultimately responsible and am required to pay the final water bill.**

\_\_\_\_\_  
Print Name of Owner

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date Signed