

☆☆☆ **AGENT/TENANT AUTHORIZATION FORM** ☆☆☆

In accordance with Resolution 11-17, this form must be completed in its entirety, signed by both the owner and agent/tenant, and then returned to Ronald Wastewater District prior to a change in billing from owner to owner's designated agent.

Michael U. Derrick, General Manager

RWD Account # _____ Property Address: _____ Shoreline, WA

Please complete the following so that we can send future bills and correspondence directly to your designated agent/tenant:

1. Print your name, mailing address, and agent name, mailing address below.
2. Return completed form (**signed by both parties**) to our office.

I, _____ the owner of the above property understand that my assignment of this "Agent/Tenant Authorization Form" does not relieve my responsibility for sewer service charges under RCW 57. I understand:

1. *A \$1.00 monthly fee will be added to the bill for a duplicate billing statement. The Owner of the property will also receive a duplicate billing statement.*
2. *A \$10.00 Account Service Fee will be added to the bill for an Agent/Tenant information change.*
3. *The District shall not prorate sewer charges.*
4. *If an overpayment or a duplicate payment occurs, the owner is the only party who is allowed to submit a written request to the General Manager for a refund. If a refund is approved, a \$10.00 Account Service Fee will be added to the next billing statement.*

If the account becomes three billing periods past due, a Lien will be filed against the property with King County, Department of Records and Elections. A \$144.00 non-refundable Lien Fee will be added to the account.

At the time a Lien is filed or if Tenant Bankruptcy Notice is received, this agreement will become NULL AND VOID, and the District WILL change the billing back to myself as the owner of the property.

The required information must be complete and must be legible, or this form will be returned.

Owner Information:

Signed: _____

Phone #: _____

Name: _____

Address: _____

City/State/Zip: _____

It is the obligation of both the Owner and the Agent/Tenant to inform the District of any address changes

Agent/Tenant Information:

Signed: _____

Phone #: _____

Name: _____

Address: _____

City/State/Zip: _____

Date: _____

Office Use Only		
Owner # _____	AA Removed _____	
Effective Date _____	ACH Removed _____	
Duplicate SetUp _____	Dup Removed _____	