

Date: _____

Account #: _____

Service Address: _____

Dear Customer:

In accordance with Section 2.5 of the District Resolution 1995-3-1, billings for water services must be billed directly to the owner of the serviced property at the owner's address.

Owners of rental property may request in writing for a third party bill under the following arrangements:

- (1) Send a duplicate bill addressed to "**RESIDENT**" at the serviced property. There will be a one-time charge of **\$30.00** for this service and a **\$2.00** charge added to each billing for the duplicate bill.
- (2) Designate an "**OWNER'S REPRESENTATIVE**" whose name and address will be used for all billings and correspondence in place of that of the owner. There will be a one-time charge of **\$30.00** for this service and a **\$2.00** charge added to each billing for the duplicate bill.
- (3) A signed and notarized release form (*see attached*) must be executed to affect this service.

If you have any questions, please contact our Business Office at (360) 668-6766.

Sincerely,

Cross Valley Water District

The name and address of the property owner is: _____

(1)(a) Please send a duplicate bill to "**RESIDENT**" of the serviced property. This will serve as your authorization. I have executed the release.

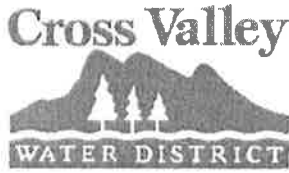
Signature

Date

(2)(b) Please bill my **REPRESENTATIVE**. This will serve as your authorization. I have executed the release.

Signature

Date



RELEASE BY OWNER TO BILL NON-OWNER

The undersigned property owner (hereinafter called "Owner") owns property within the boundaries of Cross Valley Water District (hereinafter called "District") at:

(mailing address of property)

Owner, by execution of this Agreement, notifies District that property is rental property. Owner hereby requests that the District mail its bill for utility service charges for service to (check one):

Owner's property addressed to "Resident" directly to the address of Owner's property above.

Owner's designee at:

Owner also requests that the District notify Owner, in writing, if the account is delinquent. Owner understands that the District must notify Owner at the same time it notifies the tenant of the delinquency. In addition Owner acknowledges that the District must also notify the tenant that it is providing duplicate bills or notices to Owner.

Owner acknowledges that the District's adopted policy is to bill the Owner directly, and also acknowledges that State law provides that delinquent service charges may become a charge against the Owner's property and the Owner, not the tenant, is responsible for all utility charges for service to Owner's property.

Owner hereby acknowledges that in the event the District's utility service charges for service to the Owner's property become delinquent, and District has notified Owner of the delinquency, the District is permitted by State law to file a lien against Owner's property and may foreclose said lien and sell Owner's property in the event the delinquent charges are not paid. Owner hereby releases and waives all claims against the District in the event it files and forecloses any lien against Owner's property, after providing notice to Owner.

Owner hereby acknowledges that in the event the District's utility service charges for service to Owner's property are delinquent for more than 30 days, the District is permitted by State law to terminate water service to Owner's property. Owner hereby releases and waives all claims against the District in the event water service to Owner's property is terminated.

Owner hereby agrees to and shall provide the District with Owner's current address. All notices regarding delinquent utility service charges, letters of intent to file a lien and water termination notices shall be sent to the address provided to the District by owner, by regular, first class mail, postage prepaid. Owner hereby agrees to hold District harmless for any damages resulting from Owner's failure to receive District's notices.

Owner further agrees to notify District if Owner sells, transfers or conveys Owner's property or any interest therein.

Dated this ___ day of _____, 20_____.

 (Signature)

 (Print Name)

 (Address)

 City, State, Zip

 (Telephone)

STATE OF WASHINGTON)
) ss.
 COUNTY OF SNOHOMISH)

I certify that I know or have satisfactory evidence that _____ is the person who appeared before me, and said person acknowledged that he/she signed this instrument in and acknowledged it to be his/her free and voluntary act for the uses and purposes mentioned in the instrument.

Dated _____

 (Print Name)

 (Signature)

Notary Public in and for the State of
 Washington
 Commission Expires: _____

FOR OFFICE USE ONLY-DUPLICATE BILL		
Received		
Owner Address Correct		
PC		
Spreadsheet		
DB Batch		
Scan to A/C		