



**REQUEST TO BILL NON OWNER**

**TO BE COMPLETED BY OWNER ONLY**

DATE: \_\_\_\_\_

1519 NE 177th St, Shoreline, WA 98155 § PO BOX 55367, Shoreline, WA 98155  
P: 206-362-8100 § F: 206-361-0629 §

ACCOUNT NUMBER: \_\_\_\_\_

SERVICE ADDRESS: \_\_\_\_\_

EFFECTIVE DATE: \_\_\_\_\_

**Check one:** \_\_\_\_\_ First Time Application \_\_\_\_\_ Change Application

**(First time applicants must pay \$25.00 application fee. This fee is for setting up this property for billing to a non-owner. This means that the water bills will be sent directly to the non-owner.)**

CHECK ONE: \_\_\_\_\_ Property Owner \_\_\_\_\_ Power of Attorney  
NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

By signing the "Request to Bill Non-Owner" application I request the District to mail future bills for water service to:

CHECK ONE: \_\_\_\_\_ Tenant \_\_\_\_\_ Management Company \_\_\_\_\_ Other: \_\_\_\_\_

NON-OWNER NAME: \_\_\_\_\_ CONTACT: \_\_\_\_\_ PHONE: \_\_\_\_\_

NON OWNER MAILING ADDRESS: \_\_\_\_\_

(If different from service address)

**OPTIONAL:**

Send a **duplicate bill** addressed to the owner at the above owner's address. This document will serve as your authorization. **There is a \$1.25 charge per billing for this service.**

**Effective Date:** \_\_\_\_\_

Applicable Fees

**Non-Owner Tenant/Other:** If there is a time period of one day or more in between occupants, an account will be opened in the owner's name and a \$10.00 connection fee will be added on the account. When a new party occupies the property, the owner's account will be closed, a final bill will be sent to the owner, and a new account will be opened in the new occupant's name. Each time a new account opens, either in the owner's or new tenant's name, a \$10.00 connection fee will be applied to the new account's first billing. A Final Meter reading fee of \$25.00 when the account is closed.

**Non-Owner Property Manager:** If you have a property manager manage the property, an account will be opened in the property manager's name and a \$10.00 connection fee will be added on the account. When a new property manager is retained by you to manage the property, the account will be closed and a new account opened. Each time a new property manager becomes responsible to manage the property, a \$10.00 connection fee will be on the new property manager's first billing. A Final Meter reading fee of \$25.00 will be charged to close an account.

I, the undersigned person am the owner or have authorization over the property within Shoreline Water District ("District") at the above referenced service address. By signing this form, I request the District to mail future bills to the non-owner for water service provided to the property.

**I, the Signer, acknowledge that:**

1. State law provides that delinquent water bills become a charge against the property, and that the Owner is ultimately responsible for the payment of the water bill if not paid by the occupant.
2. If the occupant's water service payments become delinquent, the District is permitted by State law to file a lien against the property. The District may foreclose the lien and sell the property in the event the delinquent charges are not paid.
3. If the water bill becomes delinquent for more than 60 days, the District is permitted by State law to terminate water service to the property. Signer releases and waives all claims against the District in the event water service to the property is terminated.

I, the Signer, further agree to: (1) maintain a current mailing address with the District; (2) notify the District of any change in occupancy; (3) notify the District if the property is sold, transferred, or otherwise conveyed, in whole or part.

In case of payment delinquency, in addition to sending a notice to the occupant, the District will send a Final Notice to the Signer of this request stating the account is delinquent and the service will be shut off unless the bills are paid. The Signer releases and waives any claim for damages resulting from the failure to receive this notice.

**Owner Signature:**

**District Approval:**

\_\_\_\_\_

\_\_\_\_\_