RESIDENTIAL REQUEST TO BILL TENANT FORM

SERVICE ADDRESS: _____ ACCOUNT NUMBER: _____

I, _____, owner of the above-mentioned property would like the City of Missoula to bill my tenant, _____, for the City utility services (☐ water only, ☐ wastewater and stormwater only, ☐ water, wastewater, and stormwater, or ☐ combine water, wastewater, and stormwater into one account*) as of _____ or applicable billing date as determined by the Utility Billing Division. (*Once all three utilities are combined, they cannot be split into separate accounts.)

I understand that the City will not begin billing my tenant until the City has approved and processed this executed, written request.

I do hereby acknowledge that as the property owner, I am responsible for all City provided utility services to the property. Further, I understand the following tenant billing policy and my responsibilities as owner of the above property.

- The owner must pay all delinquent charges, including penalties, remaining unpaid from any prior tenant before the tenant on this form can begin billing. All additional accounts listed in the owner's name must be current to allow a tenant to begin billing.
- The City may deny tenant billing if the tenant has any prior unpaid services within the City, if there is a pattern of unpaid tenant accounts at a property, where a water shut off valve is inoperable, or multiple dwellings are on one service line.
- Pursuant to City of Missoula Municipal Code 13.02.091 Property owners are ultimately responsible for the payment of all charges for water, sewer, and stormwater services supplied to their property. Service may be set up in the property owner's name, or in the name of a tenant or authorized agent of the owner. However, pursuant to 7-13-4306 and 7-13-4309, MCA, the City may either shut off the water for non-payment of any water, sewer or stormwater charges, or collect past due amounts as a tax against the property. If the tenant has had an outstanding balance of more than $200 combined for water, wastewater and stormwater services for more than 90 days, the tenant account will be closed, an account will be opened in the name of the property owner and the past due amount will be transferred to the property owner's account. The City will follow the process prescribed in 7-13-4309, MCA to notify the property owner and the Department of Revenue of the unpaid amounts to be collected as a tax against the lot or parcel of real estate.
- Owner is responsible to notify the City of Missoula of any changes in billing. If a tenant contacts the city to request a final bill, the account will automatically revert to the owner's name. No vacant periods will be permitted.
- A new tenant will require a new "Request to Bill Tenant Form." If a new tenant contacts the City, a form will be sent to the owner, but the tenant will not be set up until the form is completed and returned by the owner or tenant.
- The owner may receive copies of delinquent notices whenever the tenant's account is given an overdue notice through Third Party Notification and inquire about the tenant's transaction balance on the account.
- By signing this form, the tenant will be billed for the chosen City utility services and charged a deposit when opening an account.

Tenant Information - REQUIRED	**Property Mgmt. Information (If applicable)**
Legal Name: _____	Name: _____
Email: _____	Phone Number: _____
Phone Number: _____	Email: _____
Last 4 of SS Number: _____	Mailing Address: _____
Mailing Address: _____	**Property Owner Information - REQUIRED**
Date of Birth: _____	Name: _____
Driver's License #: _____ DL State: _____	Phone Number: _____
Authorized Person/Party: _____	Email: _____
	Mailing Address: _____

TENANT SIGNATURE: _____ **DATE:** _____

PM/OWNER SIGNATURE: _____ **DATE:** _____