

City of Portola

www.cityofportola.gov

35 Third Ave

Portola, CA 96122

530-832-6803



TENANT/PROPERTY MANAGEMENT AUTHORIZATION FORM

Service Address: _____ Effective Date: _____

Request the City of Portola: As the legal owner of the service address listed above, I am requesting that the City of Portola send a copy of the utility bill and receive payment from the tenant or property management company listed below.

Name: _____

Mailing Address: _____

City, State, Zip: _____

Phone Number: _____ Email: _____

Owner's Name: _____

Owner's Full Mailing Address: _____

Owner's Phone Number: _____

Email: _____

13.12.030 - Charges responsibility of owner of land.

A. Ultimate liability for service charges shall be imposed upon the property owner; the city reserves the right to collect such charges from the actual user.

B. Sewer, water and garbage charges imposed by the city shall be the responsibility of the owner of the land whereon the service is provided.

(Ord. 225 (part), 1988)

13.12.035 - Cutoff for failure to pay.

In the event that any person fails to pay the charges provided in this chapter when the same become due, the city may, in addition to any other remedies it has, cut off any of the services and facilities provided by the city to such person, and may make a charge for restoring such service upon payment of such charges.

(Ord. 225 (part), 1988)

Acknowledgment

I acknowledge that I have read, understand, and agree to comply with the rules, policies, and requirements outlined in this document. I understand that as the owner of the property I am ultimately responsible for all service charges per City Ordinances.

SIGNATURE OF OWNER: _____ **DATE:** _____

METER READ ID#

READ:

| Initials:

Date: