



RVS #: _____

Date City Received: _____

CITY OF DONNELLY TENANT BILLING REQUEST

The undersigned, being the owner of the improved real property in Donnelly, Idaho, described as follows: Address: _____ Circle one: Home Business does hereby notify the City of Donnelly that _____, is the lawful tenant in possession of the aforementioned property and requests that utility services, including water, sewer, and refuse, be billed directly to that tenant from _____, 20_____, until further notice.

The undersigned acknowledges that:

1. The payments for such services described above are the responsibility of the property owner and that this agreement does not relieve the owner of the responsibility to pay for any such services not paid by the tenant for any reason.
2. The tenant billing will be done by the City as a **convenience** only and shall be discontinued if the tenant becomes delinquent. In addition, if a tenant leaves with an outstanding bill, the water to the property shall be shut off until the bill is paid in full. In the event that the water is shut off, a shut off fee of \$50 (and a reconnect fee of \$50) will be billed to the property owner as well as the existing outstanding bill. **NOTE:** Even when the water is shut-off, base rates still apply and accrue.
3. It is the responsibility of the owner to notify the City of any change in the ownership or occupancy of the premises.
4. **In the event that this agreement is not signed and returned to the City, all billing will be sent to the property owner and not billed to the tenant.**

It is understood that this agreement may be resolved at any time the owner so requests or the City of Donnelly deems necessary; at which time the utility services shall be billed directly to the property owner.

NOTE: Even though renters may change, as the owner, I understand that the responsibility to pay the bill to this property is mine no matter who is renting from me.

Owner's Name, (Print)

Tenant's Name, (Print)

Owner Mailing Address

Tenant Mailing Address

Owner Signature

Tenant Phone Number(s)

Owner Phone

Tenant Social Security Number

Dated: _____, 20____

Tenant Driver's License Number



City Initials: _____

*** Attach a copy of Tenants Driver's License**