



City of Donnelly
169 Halferty Street
PO Box 725
Donnelly, ID 83615
Phone: (208) 325-8859
Fax: (208) 325-4091
Email:lclemens@cityofdonnelly.org

LETTER OF AGREEMENT

Customer Number: _____ Date Closed: _____

Property Address: _____

I request city utility service for the above property, and in consideration of such service, accept responsibility for the service charges. Utility service charges may include charges for water, sewer, and trash service.

Name: _____
Please print name of signature (property owner or *Manager)

Signature: _____

Property Owner Information (Please type or Print):

Name: _____

Mailing Address: _____

Email Address: _____ Email Billing Yes No

Cell Phone #: _____ Alt Number: _____

SSN# _____ DL# _____

Place of Employment: _____

Business Phone #: _____

Copy of Driver's License Required

***Property Manager Information (If Applicable), please type or print:**

Name: _____

Mailing Address: _____

Email Address: _____

Cell Phone #: _____ Alt Number: _____

****Property manager may sign on behalf of the property owner if the property manager agrees to pay charges not paid by the property owner or tenant.***



TENANT INFORMATION

<u>For Official Use Only</u>	
Date: _____	Acct # _____
Received by: _____	
Property Address: _____	
Move in Date: _____	
<input type="checkbox"/> Deposit Paid \$100.00	
o Date Received: _____	
o Check No. _____	
<input type="checkbox"/> Entered into system	

Name: _____

Mailing Address: _____

Email Address: _____ Email Billing Yes No

Cell Phone #: _____ Alt Number: _____

SSN# _____ DL# _____

Place of Employment: _____

Business Phone #: _____

Copy of Driver's License Required

I _____ am the owner of the real property located at _____, Donnelly, Idaho hereby request utility service be provided at the above entitled address and I acknowledge that I will be responsible for payment of all utility billings for service provided at that residence. I further knowledge that a lien may be filed against said property to secure payment for such fees.

I further acknowledge that in the event suit must be initiated to collect any unpaid utility fees that the prevailing party shall be entitled to a reasonable award of attorney's fees and costs.

I _____ am the tenant at the above described residence and I request that all utility billings be sent to me at the above address, and I acknowledge that I will be responsible for all utility billings for service provided at the residence.

I further acknowledge that in the event suit must be initiated to collect any unpaid utility fees that the prevailing party shall be entitled to a reasonable award of attorney's fees and costs.

Owner Signature

Tenant Signature

Owner Signature

Tenant Signature