TENANT UTILITY SERVICE APPLICATION

To establish a utility account in the city of Port Townsend, the application must be filled out completely. Upon completion, please sign and return to the city address shown above, or email to : ptutilities@cityofpt.us. A non-refundable $10.00 account set up fee will be charged for an approved application and will be included on the initial bill.

PROPERTY INFORMATION	
Service Address: _____	Port Townsend, WA
Service Location: ☐ Inside City Limits	☐ Outside City Limits
Occupancy Date: _____	

TENANT CONTACT INFORMATION	
Name:	
Mailing Address:	
Phone 1:	Phone 2:
E-mail:	

IMPORTANT NOTICE TO TENANT

Application will not be processed if Property Owner/Manager's mailing address and signature are omitted from this application. Pursuant to the Port Townsend Municipal Code (PTMC), notice of utility service termination, whether voluntary (requested by property owner or tenant) or involuntary (by nonpayment of utility charges), shall be provided to both the occupant of the premises and the Property Owner/Manager.

PROPERTY OWNER / MANAGER CONTACT INFORMATION	
Name:	
Company:	
Mailing Address:	
Phone 1:	Phone 2:
E-mail:	

OWNER / MANAGER AFFIRMATION & AUTHORIZATION

By my signature below, I am authorizing the City of Port Townsend to **BILL MY TENANT** for the utilities at the service address shown above. Per the PTMC, I understand that in the event my tenant fails to pay these charges, I will be responsible to pay the bill with all penalties and interest due. I further understand that delinquent utility charges have the potential to become a lien against the property and/or referred to a collection agency.

_____	_____	_____
Property Owner/Manager – Please Print Name	Property Owner/Manager – Please Sign Name	Date

PROPERTY OWNER / MANAGER: Prior to returning a tenant's security deposit, you are encouraged to contact the Utility Billing Department to verify all outstanding utility bills have been paid in full.