



## CITY OF BLACK DIAMOND

### Landlord/Tenant Authorization Form

PO Box 599 - 24301 Roberts Drive

Black Diamond, WA 98010

Phone: 360.886.2560 - Fax: 360.886.2592

Account Number: \_\_\_\_\_

Date: \_\_\_\_\_

Re: \_\_\_\_\_

*(Property Address)*

Washington State Law allows the cities of the State to place a lien on properties for which utilities are delinquent. As the lien is placed on the property itself, and not on any individual, the current owner is always the one who will have to clear the lien. Thus, if you have a tenant who pays the utilities in his/her name, you as the landlord are ultimately responsible.

In order to change the billing to a tenant's name, the owner of the property must sign a form indicating he/she has been advised of the legal obligation he/she has for unpaid billings and any unpaid fees, as stated in the first paragraph. He/She must also sign to release the billings to the tenant.

**It is the owner's responsibility to notify the City of Black Diamond of any vacancy or other changes in billing information.**

I, \_\_\_\_\_, owner of the above mentioned property, would like you to bill my tenant, \_\_\_\_\_ for utility services as of the following date: \_\_\_\_\_.

Tenant's Mailing Address \_\_\_\_\_

\_\_\_\_\_

Tenant's Phone Number: \_\_\_\_\_

Owner's Signature \_\_\_\_\_

Owner's Mailing Address \_\_\_\_\_

\_\_\_\_\_

Owner's Phone Number: \_\_\_\_\_

cc: Utility File