

City of Moscow Utility Billing Property Owner Tenant Directive for Use of City Utility Services

FINANCE DEPARTMENT



The ***Property Owner Tenant Utility Billing Directive*** is provided for Property Owners/Managers who would like to have the City make payment arrangements directly with their tenants. This form provides permission for the City of Moscow to bill the tenant directly. A new ***Tenant Utility Billing Directive*** is required for each new tenant. This form is required in addition to the ***Property Owner Application for Utility Services Form***.

Submit completed forms via:

- email to: utilitybilling@ci.moscow.id.us,
- mail to: Moscow Finance Department | PO Box 9203 | Moscow, ID 83843
- deliver in person to: City Hall – Finance Department | 206 E Third Street | Moscow, ID

PROPERTY OWNER INFORMATION

First Name _____ Last Name _____
Property Address _____
Mailing Address _____
City _____ State _____ Zip _____
Phone Number _____
Email _____
Requested Service Start Date _____

TENANT INFORMATION

First Name _____ Last Name _____
Mailing Address _____
City _____ State _____ Zip _____
Phone Number _____
Email _____
Move-In Date _____
Garbage Roll Off Cart Size 35 Gallon 65 Gallon 95 Gallon
Recycling Roll Off Cart Size 65 Gallon 95 Gallon

The undersigned, being the property owner of the above described property and account, does hereby instruct the City of Moscow (CITY) to send the monthly billing statement for city utility services, which includes, but is not limited to, water, sewer, sanitation, stormwater, and streetlights, to the above referenced address in care of the tenant and relinquishes my/our authority to terminate services to the property while occupied by tenant.

I/we understand that billing for services will remain in the above referenced "Property Owner" name and sent in care of the person named herein at my/our request. I/we will notify CITY of vacancy for a final read and I/we will be held responsible for any charges incurred up to notification to CITY. I/we further agree that subsequent tenants shall be authorized to receive billings on the account only after Property Owner submits a new Directive Billing Application.

I/we do hereby acknowledge that I/we have been advised, and I/we agree, that I/we will remain responsible for unpaid account balances for city utility services, as provided by Title 5 Moscow City Code. I/we acknowledge that I/we will not receive monthly statements for this account. If the account becomes delinquent I/we will receive a copy of each delinquency notice that is sent to the tenant. I/we further acknowledge that the City may pursue any available legal remedies for nonpayment of any and all unpaid amounts due for city utility services, including but not limited to discontinuing utility services and placing a lien on the real property to secure all amounts due.

THIS REQUEST SHALL REMAIN VALID UNTIL THE PROPERTY OWNER NOTIFIES THE CITY OF MOSCOW AND/OR A NEW DIRECTIVE IS FILLED OUT AND FILED WITH THE CITY AT 206 E. THIRD STREET, MOSCOW, IDAHO 83843.

A NEW TENANT'S NAME WILL NOT BE ADDED UNTIL THE CURRENT ACCOUNT IS PAID IN FULL. ANY UNPAID BALANCES ARE THE RESPONSIBILTY OF THE PROPERTY OWNER REGARDLESS OF THE "USER". SERVICES MAY BE DISCONTINUED FOR NON-PAYMENT AND WILL NOT BE REACTIVATED UNTIL THE UNPAID BALANCE IS PAID IN FULL.

I AUTHORIZE THE CITY OF MOSCOW TO MAKE PAYMENT ARRANGEMENTS WITH TENANTS.	
Yes <input type="checkbox"/>	No <input type="checkbox"/>

I certify under penalty of perjury pursuant to the laws of the State of Idaho, that the foregoing is true and correct and that I am the property owner and/or have the authority to bind Property Owner to this Directive.

Printed Name

Signature <i>Property Owner/Authorized Agent</i>	Date
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I, Tenant(s), authorize the City of Moscow to directly bill me for services at the property address noted above. I, Tenant, acknowledge that nothing herein shall affect any separate rental agreement with Property Owner. I certify under penalty of perjury pursuant to the laws of the State of Idaho, that the foregoing is true and correct and that I am Tenant(s) in this Billing Directive.

Printed Name

Signature <i>Tenant</i>	Date
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