



**PUBLIC WORKS – UTILITY BILLING DEPARTMENT**

1345 W BROADWAY • MISSOULA, MT 59802 • (406) 552-6700 • WATERCS@CI.MISSOULA.MT.US

**REQUEST TO BILL TENANT FORM**

SERVICE ADDRESS: \_\_\_\_\_

ACCOUNT NUMBER: \_\_\_\_\_

I, \_\_\_\_\_, owner of the above mentioned property would like the City of Missoula to bill my tenant, \_\_\_\_\_, for the City utility services (water, sewer, and storm water) as of \_\_\_\_\_ or applicable billing date as determined by the Utility Billing Department.

**I understand that the city will not begin billing my tenant until the city has received this executed, written request.**

**I do hereby acknowledge that as the property owner, I am responsible for all city provided utility services to the property. Further, I understand the following tenant billing policy and my responsibilities as owner of the above property.**

- All delinquent charges, including penalties, remaining unpaid from any prior tenant, must be paid by the owner before the tenant on this form can begin billing.
- If water service is disconnected due to non-payment, service will not be resumed until all delinquent charges and administrative fees are paid in full. After the second disconnect, the account will revert into the owner’s name.
- Any tenant account terminated due to non-payment and remaining so for a period of 7 days or more will be closed, and the account and any delinquent charges will revert back to the owner of the property. The City may deny tenant billing where there is a pattern of unpaid tenant accounts at a property, where a water shut off valve is inoperable, or multiple dwellings are on one service line.
- Owner’s account must be current to allow a tenant to begin billing.
- Owner is responsible to notify the City of Missoula of any changes in billing. If a tenant contacts the city to request a final bill, the account will automatically revert back to the owner’s name. No vacant periods will be permitted.
- A new tenant will require a new “Request to Bill Tenant Form.” If a new tenant contacts the City, a form will be sent to the owner, but the tenant will not be setup until the form is completed and returned by the owner or tenant.
- A new tenant will not be set up for billing of the new services if tenant has any prior unpaid services within the City.
- The owner may receive copies of delinquent notices whenever the tenant’s account is given an overdue notice through Third Party Notification and inquire about the tenant’s transaction balance on the account.
- By signing this form, the tenant will be billed for all City utility services and charged a deposit when opening an account.

**Tenant Information (complete in full)**

Legal Name: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Last 4 of SS Number: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_  
 Employer: \_\_\_\_\_  
 Drivers License # and State: \_\_\_\_\_  
 Roommate(s)/Spouse: \_\_\_\_\_

**Property Mgmt. Information (If applicable)**

Name: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_

**Property Owner Information - REQUIRED**

Name: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_

**TENANT SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**OWNER SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**PM SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_