



# City of Rio Vista

1 Main St.

Rio Vista, CA 94571

(707) 374-2176, Fax (707) 375-2560

Form can be found on City Web Page: [www.riovistacity.com](http://www.riovistacity.com)

## Tenant/Property Management Authorization Utility Application Form

You must fill this form out and mail it to us each time your tenant or Property Management firm changes.

NEW ACCOUNT

BILLING ADDRESS

FINAL BILL

I, \_\_\_\_\_, legal owner(s) of the property located at:

Service address: \_\_\_\_\_ Rio Vista, CA 94571

I authorize the following tenant or Property Management Company to receive the City of Rio Vista Utility Bill in their name and be responsible for the charges. \*\*

Tenant:		Social Security #	
Property Address:		Driver's License:	
City/State:		Telephone #:	

RENT Moving Date: \_\_\_\_\_

Tenant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Billing Name and Address (if different from above):**

Name:

Billing Address:

City:

State:

Zip:

Telephone #:

**Landlord Name and Address (if different from above):**

Landlord Name:

Address:

City:

State:

Zip:

Telephone #:

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I, the property owner, confirm the above information to be correct and authorize the above tenant's occupancy at my property or the above agency to act on my behalf when establishing water service with the City. However, the property owner of record would remain liable for any unpaid water fees in the event that the tenant fails to pay for water use. **I also understand that a duplicate copy of each monthly bill will be sent to me.**

Please be advised that the City of Rio Vista Ordinance specifies:

### **Title 13, Chapter 13.04 Billing and Collection of charges**

- All water charges shall be billed monthly and be due and payable upon receipt and considered delinquent after the 30<sup>th</sup> of each month, except in February, when it's due on the 28<sup>th</sup>.
- Meter billings. Water meters shall normally be read at the end of each calendar month and the resulting water charges shall normally be billed and mailed no later than three (3) working days after the 1<sup>st</sup> of the following calendar month.
- Water customers are responsible for charges, even if they do not receive water bills.
- \*\*The property owner shall be responsible for all bills for water used on the property owner's premises and any and all unpaid bills for water service shall become a lien on the real property and may be collectible by legal action or the Department may refuse service to the premises until the account is paid in full.

Customer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Office Use Only

Date Entered: \_\_\_\_\_ Initial: \_\_\_\_\_ Account #: \_\_\_\_\_