



LANDLORD COURTESY BILLING AGREEMENT

In order to facilitate prompt payment of City Sewer and Street Maintenance fees, I am requesting the City of Canby send bills directly to my tenant. As the property owner, I understand that the fees are my responsibility and this is a courtesy billing. I agree to pay any unpaid charges should the tenant fail to do so in a timely manner. Additionally, it is my responsibility to report when a tenant moves out and to complete a new billing agreement for any new tenant. I understand if the monthly billing becomes delinquent and not paid upon demand by the City, collections efforts up to and including termination of service may be employed. I understand that I may contact the City at any time to verify that my tenant's account is current.

This agreement is applicable to my property located at:

_____ Account No: _____

Requested effective date of tenant billing: (Cannot bill back for past charges): _____

Owner Name: _____ Owner phone number: _____

(Mailing Address)

(City, State, Zip Code)

Owner Signature: _____ Date: _____

Tenant name and billing address: _____

(Mailing Address)

(City, State, Zip Code)

Tenant Signature: _____ Date: _____

Office use only:

Approved & Entered by: _____ Date: _____ Billing start date: _____

Please Return to: City of Canby
Attn: Utility Billing
PO Box 930
Canby, OR 97013

Email: utilitybilling@canbyoregon.gov
Phone: 503-266-0640
Fax: 503-266-1799