



LANDLORD COURTESY BILLING AGREEMENT
\$25.00 Fee Required

In order to facilitate prompt payment of City Utilities, 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: _____

The tenant name and billing address is as follows:

Tenant Signature: _____ Date: _____

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

Owner printed name: _____

Owner mailing address: _____

Owner phone number: _____

Owner Signature: _____ Date: _____

Office use only:

Approved by: _____ Date: _____

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

Please submit form and payment to: City of Canby PO Box 930, Canby, OR 97013
Fax: 503-266-1799 Email: Utilitybilling@canbyoregon.gov Phone: 503-266-0747