

**Finance Department**  
23 Russell Boulevard – Davis, California 95616  
Accounts Payable & Payroll: 530/757-5615 – City Hall FAX: 530/758-0204  
Utilities, Citations & Business Licenses: 530/757-5651 – TDD 530/757-5666



\_\_\_\_\_  
Account Number

\_\_\_\_\_  
Service Address

In response to your request to mail all City Utility bills for this account to another person, we are sending you this Owner-Authorized Agent Form. We will process your request upon receipt of this form, completed and signed by the property owner.

**OWNER-AUTHORIZED AGENT AGREEMENT**

Type or Print

I/We [Owner's Name(s)] \_\_\_\_\_

located at (Mailing Address) \_\_\_\_\_

do hereby inform the Finance Director of the City of Davis that I/We are the legal owner(s) of the property located at \_\_\_\_\_ Davis, CA, and that I/We request that the City of Davis Utility and Business License bills be mailed to:

Agent Name\* \_\_\_\_\_

Agent Address \_\_\_\_\_

Agent Telephone Number \_\_\_\_\_

\* Authorized agent must have a valid City of Davis Business License as a rental management agent. Tenants of property cannot be authorized agents (exceptions only when owners are out of country on sabbatical or special commercial situations).

Said individual is appointed as my/our authorized agent to request, as needed, different levels of utility services, to receive the business license renewal notice and business license certificate and to make payments for same. I/We and our agent are aware that if all the bills are not paid on a current basis, a 10% penalty will be charged to the delinquent unpaid accounts. We are also aware that if delinquent utility bills are not paid pursuant to a shut-off notice, the water will be turned off.

The owner(s) also agree to the following measures:

1. The Finance Director may at any time switch the account back to my/our mailing address and I/we hereby agree that the delinquent balance due, including all penalties, will be paid in full within ten (10) days after receiving the delinquent bill.
2. The owners are fully aware that by assigning the above individual as agent, I/we have not released myself/ourselves of the total responsibility for the payment of all utility charges that have been, and will be assessed to said property.
3. I/We understand that all charges are my/our civil debt owed to City of Davis, who may institute action in any court of competent jurisdiction to collect such debt, together with applicable penalties, interest, costs and other expenses.

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Owner's Signature

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Date

If you have any questions, please contact the City of Davis Utility Services at (530) 757-5651.

Sincerely,

Kellie Bruton  
Finance Coordinator

Gail Buller  
Financial Analyst

cc: MPF