



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.

**Section 1: Service Address Information (Completed by Agent or Owner)**

*Please Print Clearly*

**Account Number :** \_\_\_\_\_ **Service Address :** \_\_\_\_\_

**Owner-Agent Authorization Agreement**

**Section 2: Agreement (Completed by Agent or Owner)**

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

Located at (Mailing Address) \_\_\_\_\_

Owner's Phone Number \_\_\_\_\_

Email 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 Type:**     Commercial Tenant     Property Management

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

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

Agent's Telephone Number \_\_\_\_\_

Agent's Email Address \_\_\_\_\_

**\*Commercial Tenants or Property Management must have a valid City of Davis Business License as provided in Chapter 19.02.010 of the City of Davis Municipal Code . \*Tenants of non-commercial properties cannot be authorized agents (exceptions only when owners are out of the country on sabbatical or if they qualify under the Water Shutoff Protection Act)**

If a relative resides at the property. Please check the boxes below and fill in the blanks.

Relative ( \_\_\_\_\_ ) Do you receive Rental Income ?  Yes     No

*Relationship to Owner*

### Section 3: Terms and Conditions

Said individual is appointed as my/our authorized agent to request, as needed, different levels of City services, to receive the business license renewal notice and business license certificate and to make payments for service address. 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.

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.
4. Payments are applied to the oldest balance first. Return check fees are applicable if the City is unable to deduct funds from a bank account, for any reason, the payment is considered dishonored and the return fee is due per the master fee schedule approved by City Council
5. All bills shall become due and payable on the 28th day of each calendar month and shall become delinquent thereafter, if not paid. If the account balance becomes sixty (60) days past due, the water service may be terminated as provided in Chapter 39.02 of the City of Davis Municipal Code and the Water Shutoff Protection Act. A written notice will be mailed at least ten (10) business days prior to the proposed termination to whom the service is billed. A payment agreement for unpaid charges will be available upon request for a repayment period of up to 12 months. If the water services is discontinued due to non-payment, a fee will be adjusted on the account for disconnection and re-connection of water service.
6. This Agreement will be terminated when:
  - A. The agent named in Section 2 requests that the account be re-established in the owner's name
  - B. The owner of the service address requests that the account be re-established in the owner's name
  - C. Ownership of the service address is transferred to a new owner, in which case the water service account will be established in the new owner's name.
  - D. The Finance Director may at any time switch the account back to the owner's mailing address.
7. An agent who becomes the recipient of the city services bill pursuant to this agreement does so solely for the purpose of receiving the mailed city services bill.

### Section 4: Authorization for Billing of Agent (*Completed by Owner*)

By signing this form, I hereby declare that I, the Owner identified in Section 2 and the Agent identified in Section 2 will receive the billing for city services. I have noted that this change request will be reflected on the next billing cycle. In addition, I understand and agree to the terms and conditions set forth above in Section 3.

\_\_\_\_\_

*Owner's Signature*

\_\_\_\_\_

*Date*

Please return this completed request to City of Davis Finance Department by email at [financeweb@cityofdavis.org](mailto:financeweb@cityofdavis.org) or by mail to 23 Russell Blvd, Suite 3 Davis, CA 95616. If you have any questions, please contact the Finance Department Utility Services at (530) 757- 5651.

**For Use by City of Davis Finance Only**

**Date Received:** \_\_\_\_\_

**Received By:** \_\_\_\_\_

**BL #:** \_\_\_\_\_