



City of Woodland

Billing & Collections 300 First Street, Woodland, CA 95695
Office-530-661-5831 Fax-530-661-5848 Billing@cityofwoodland.org

PROPERTY MANAGER AUTHORIZATION FORM

ACCOUNT # _____

SERVICE ADDRESS: _____

This is to request that the monthly Utility Bill for the Account # and Service Address noted above, be mailed to the Property Manager per information filled out below. Or in the case of Current Resident, the Delinquent Notice. In requesting this, I understand that as the owner, I am responsible for all utility charges in the event that the property manager does not pay for the utilities, in accordance with the Code of the City of Woodland Sec. 23C-2-6 (b).

Billing procedure for utilities is as follows:

“metered accounts are to be billed monthly, in arrears. Accounts which remain unpaid thirty (30) days after billing shall be considered delinquent and must be paid before service can be continued.”

A Delinquent Statement will be mailed to the tenant and property management company if the account becomes delinquent. In the event that a 48 Hour Shut-Off notice is processed, there will be an \$11.00 charge added to the bill. Then, if the bill is not paid by the expiration date stamped on the notice, services will be discontinued and an additional \$55.00 processing fee will be added to the bill. At that time, the full balance of the account would need to be paid in order to have services restored.

Property Manager _____
Address _____
City, State, Zip _____
Contact & Phone # _____

Printed Name of Legal Owner / Signature

Date

Address of the Legal Owner

Owners Phone #