



City of Woodland

Billing & Collections 300 First Street, Woodland, CA 95695 Office-530-661-5831
E-mail: Billing@cityofwoodland.org

Fax-530-661-5848

TENANT PAYMENT AUTHORIZATION / CURRENT RESIDENT 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 tenant. In requesting this, I understand that as the owner I am responsible for all utility charges in the event that the tenant does not pay. This is in accordance with the Code of the City of Woodland Sec. 23C-2-6 (b).

The 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 owner if the account becomes delinquent. In the case of Property Management on file, they would receive the delinquent not the owner. 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.

Printed Name of Legal Owner / Signature

Date

Address of the Legal Owner

Owners Phone #