

CITY OF
ISSAQUAH
Finance Department
130 E Sunset Way
P.O. Box 1307, Issaquah, WA 98027-1307
(425) 837-3070 FAX (425) 837-3029

Date: _____

Re: Water/Sewer/Stormwater Account

Dear Property Owner:

It has been requested that the new tenants of this rental property have the water/sewer/stormwater bill transferred into their name. Please take a moment to review the City's position and your liability should you agree to transfer the billing.

The City of Issaquah bills the owner of record except when the tenant signs a notarized statement accepting responsibility for payment (Ordinance #2085, Section 1-E). Upon receipt of the signed and notarized "Statement of Responsibility" that is enclosed, we will bill the tenant directly. However, should the account become delinquent, the only notification you as the owner will receive is a copy of a Posting Notice one week before termination of service is scheduled. The charge to post a termination notice on the property is \$20.00, the charge for turning off service is \$40.00, the charge for turning on service is \$40.00, after hours turn on is \$80.00.

To avoid a disruption of service and verify that the renters are current, you as the owner have the right to contact our office at any time and discuss the history. It is very important that you understand you will not receive a billing and any delinquent balance becomes due and payable from you, the owner of the property.

If you choose to accept this liability, please forward the enclosed "Statement of Responsibility" form to your tenant. For your tenant's convenience, a Notary Public is available at no charge in our office located at City Hall, 130 E Sunset Way. If the tenant does not return the form to our office, the billing will remain in your name. If you have any additional questions or concerns, please contact the Utility Account Manager at (425) 837-3070.

Enclosure

Account Number _____

STATEMENT OF RESPONSIBILITY

I, _____ (tenant), the undersigned, agree to be responsible for all water, sewer, and stormwater charges for the property located at _____ in the City of Issaquah, Washington.

OWNER INFORMATION:

Owner's Name _____	} Owner, Initial: _____ and Date: _____
Owner's Address _____	
Phone Number _____	

then forward to tenant

TENANT INFORMATION:

Tenant's Name _____

Date Moved In _____

Home Phone Number _____ Work Phone Number _____

Mailing Address _____

(if different from location) _____

By: _____ Date _____

(Tenant Signature to be witnessed by Notary Public)

STATE OF WASHINGTON)
) ss
 COUNTY OF KING)

On this ___ day of _____, before me, the undersigned, a Notary Public in and for the State of Washington, duly commissioned and sworn, personally appeared _____, to me known to be the individual described in and who executed the foregoing instrument, and acknowledged the said instrument to be his/her free and voluntary act and deed, for the uses and purposes therein mentioned.

Witness my hand and official seal hereto affixed the day and year first above written.

Notary Public in and for the State of Washington, residing in _____

My commission expires _____