

# CITY OF POQUOSON - FINANCE DEPARTMENT

500 CITY HALL AVENUE, POQUOSON, VIRGINIA 23662-1996  
(757) 868-3030 TELEPHONE (757) 868-3101 FAX  
Finance@poquoson-va.gov

## Authorization to Bill Tenants

(Please Print)

Date: \_\_\_\_\_

\_\_\_\_\_  
(Property Owner)

We have received notification that your property is being rented to tenants. City Code Section 80-40(b)(2) regarding sewer service charges reads, "The charges shall be billed to and be the responsibility of the property owner of record on the last day of the last month of the bi-monthly assessment. Upon written request from the owner of residential property only, the bill may be mailed to the occupant; however, this will not relieve the owner of the ultimate responsibility for the charges."

If you wish to have your property's utility bill mailed on your behalf in the tenant's name please complete the authorization below and return the form to the Finance Department at the above address.

### Please be aware of the following conditions:

- The sewer and solid waste charges are billed in arrears (in February for December & January, etc.) and utility bills are not prorated by the City.
- Once the tenant has moved out of your property the City of Poquoson will not forward the utility bill to the tenant. The name and address on the utility bill will be changed to the owner's name and address.
- It is the owner's responsibility to notify the City of any changes in occupancy of his/her property and/or any change in the owner's mailing address.
- The property owner is responsible for any and all unpaid utility charges.
- The City of Poquoson is not responsible for notifying the owner of past due accounts. Account balances can be found on the City of Poquoson website [www.poquoson-va.gov/223/online-payments](http://www.poquoson-va.gov/223/online-payments), using the customer account number for the property and the last name on the account. You may also check the account balance of the property by calling the finance office at 757-868-3030, Monday – Friday 8:30 am to 4:30 pm.
- The City of Poquoson may use various means necessary to collect past due accounts, which may include but is not limited to, making payment arrangements with the tenant, cutting off water at the property, and pulling the water meter.
- The City of Poquoson reserves the right to refuse to bill a tenant.

Property Address: \_\_\_\_\_

Tenant Name(s): \_\_\_\_\_

Date Tenant Moved In: \_\_\_\_\_

**By signing this form, I authorize the City of Poquoson to send the City of Poquoson Utility Bill on my behalf to my tenants, named above. I understand and agree to/with all of the conditions noted above.**

### Property Owner's Information

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

E-mail Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return entire form.