



TENANT / LANDLORD BILLING AGREEMENT

PROPERTY OWNER:

The property has only been billed through the last meter reading, therefore a final bill will be calculated up through the date of this tenant's occupancy, based on the meter reading provided below. Once the landlord or prior tenant's final bill is paid, the current tenant's account will be created.

The **City Ordinance** states that the property owner is to be billed and is responsible for water and/or sewer bills. The City of Bethlehem will honor your request to mail bills directly to your tenant provided you sign the statement below and have your tenant sign the statement and return this form to the Utility Billing Department. **"ALL"** blank spaces below must be filled in or your request will not be processed. Please submit this form by mail or email to: custserv@bethlehem-pa.gov.

DATE OF READING: _____ <u>CUSTOMER PROVIDED</u> METER READING: _____

I, _____, request the water and/or sewer bill for the property known as _____ be sent directly to the tenant. **If the tenant defaults on payments, I accept responsibility, as owner of the property, to pay these bills.** I also agree to notify the Utility Billing Department should the tenant or any circumstances change.

PROPERTY OWNER

TENANT'S NAME (PRINT)

PROPERTY OWNER'S ADDRESS

TENANT'S PHONE NUMBER

PROPERTY OWNER'S EMAIL

TENANT'S EMAIL ADDRESS

PROPERTY OWNER'S PHONE NUMBER

SIGNATURE OF TENANT

SIGNATURE OF PROPERTY OWNER

TODAY'S DATE

----- INTERNAL OFFICE USE ONLY -----

AMOUNT OF FINAL BILL _____

ACCOUNT NUMBER _____