

Service location # \_\_\_\_\_ (for internal use only)

**PUBLIC UTILITY DISTRICT NO. 1 OF JEFFERSON COUNTY  
AUTHORIZATION TO BILL TENANT**

Before utility bills can be transferred into a tenant's name, this form must be completed by the landlord and returned to Jefferson PUD, 310 Four Corners Rd, Port Townsend WA 98368. **All incoming renters must apply for service prior to their move in date. Service start dates will not be back dated.** Landlord may rescind or modify this authorization at any time by filing a new authorization form.

**Option – (Choose one)**

**1. Continuous Service; Bill Automatically Reverts to Landlord**

Utilities are automatically transferred back to landlord's name upon verbal or written notice by the tenant to the PUD. When the tenant notifies the PUD that he/she is moving out, the PUD will attempt to notify the landlord by email of the end of service date. However, the landlord is responsible for paying all charges accumulated between tenants even if new tenant fails to sign up for service when they move in. The PUD will not attempt to mediate landlord/tenant disputes over the account.

**2. Disconnect; Service Disconnect Unless New Tenant or Landlord Sign Up**

Service is shut off unless the landlord requests a transfer or a new tenant applies for service before the current tenant closes the account. When a tenant notifies the PUD that he is vacating a property, the PUD will attempt to notify the landlord by e-mail of the end of service and dispatch a crew to turn the power off. If the power is shut off, the party that is requesting a reconnect must pay a reconnection charge in addition to any other applicable application fees.

**Tenant Information – (Choose one)**

Blanket authorization for all future tenants to be billed at this address.

Authorization on a per tenant basis (*please enter tenant information*)

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

Tenant Phone: \_\_\_\_\_ Tenant Email \_\_\_\_\_

**This Authorization applies to the following services:**

Electric

Water

Sewer

**Property Owner Information**

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

Home Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

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

\_\_\_\_\_  
*Street*

\_\_\_\_\_  
*City*

\_\_\_\_\_  
*Zip*

Enter the physical address for each rental property to be covered by this authorization.

*(If you have additional rentals please attach a separate sheet)*

	<b>Street</b>	<b>City/Zip</b>	<b>Service Location NO. (Internal Use)</b>
<b>1</b>			
<b>2</b>			
<b>3</b>			
<b>4</b>			
<b>5</b>			
<b>6</b>			

- I authorize the PUD to address all notifications, billing statements and delinquent notices to the following property manager.
- I authorize the PUD to allow any current or subsequent property manager to bind the Property Management Company to the continuous service option as stated above and the billing statements to be mailed to the property manager address below.

**Authorized Property Manager**

Property Manager \_\_\_\_\_ Company Name \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Mailing Address:

\_\_\_\_\_ *Street* \_\_\_\_\_ *City* \_\_\_\_\_ *Zip*

**Owner Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

I understand that the Property Management Company is my agent to manage the above properties and that the PUD may collect any unpaid balances from either me or the Property Management Company at its discretion.

**Authorized Property Manager Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Landlord - Tenant Services

Landlord Services are designed to help rental property owners efficiently manage electric utility moves and changes for rental units. These services are available for all landlord or property management companies.

Let us help you save time. Electric service is automatically transferred to the landlord's name when the tenant requests service to be stopped.

We'll help you save money. We waive the normal Account Service Charge when the account is transferred into your name in between tenants.

Guarantee continuous service between tenants. Automatic service transfer means the electric service remains active, allowing you to clean, show the property to prospective tenants and provide security. Continuous power also offers protection to the unit's plumbing system during cold winter months.

Automatic Shutoff. Should you not select to have the power bill revert back to you the PUD will physically disconnect the meter on the tenant's requested termination date. Turn on costs will then revert to the Landowner or new tenant.

Contact us today. Call (800) 700-7152 or 385-5800 or stop by our office and let us begin putting our Landlord Services to work for your properties today.

### What you need to know about Landlord Services

Before allowing the tenants move in, it's a good idea to verify that they have transferred electrical service into their name. You are financially responsible when service to the unit is still tied to your name it is not in their name until all charges are paid to include a deposit if required and we have the application for service signed by the tenant and you; on that date the account is transferred into the renter's name.

- As an extension to Landlord Services, you can specify automatic transfer of service to your name if the tenant's service is scheduled for shut off due to nonpayment.
- If the property is sold, it is your responsibility to contact us so that we can cancel these services.
- When the tenant notifies the PUD that he is leaving the date he gives us as his last day is the date the account goes back to the Landlord or it is disconnected. If you elect the continuous service option, the PUD will attempt to send the Landlord an e-mail notifying the landlord of the end of service date.
- If the tenant application does not include the option to transfer service back to the landowner, the power will be turned off on the date the tenant identifies. The landowner or next tenant will be responsible for the connect charge.