

AUTHORIZATION FORM

Authorization for mailing of utility bills to Tenant (Owner's Agent)

This is to authorize my tenant _____
as my agent for property at _____.
I understand that all water/sewer charges will be sent to my agent until I notify the Town Office
to the contrary **in writing**. I further understand that I am ultimately responsible for late charges,
penalties, advertising costs or any other charges which may result from my agent being
delinquent in paying or negligent in handling my affairs.

Property Owners Name as Shown on Tax Records

Property Owners Address

Property Owners Phone Number

Signature

Date

My bills should be addressed as follows:

Agent/Tenants Name

Agent/Tenants Address

Agent/Tenants Phone Number

Begin Address Change with January, April, July, October Billing (circle one)

Utility Bills are mailed to residents on 1st of January, April, July and October. The billing period includes the previous 90 days. (January Bill would include utilities used 09/15 thru 12/15). Property owners may need to pro-rate the first and last bill if the tenant is only there for part of the quarter.

THE TOWN OF DENTON
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