



City of Woodland, Finance Department
300 1st St, Woodland, CA 95695
Phone: (530) 661-5831
Fax: (530) 661-5848
Email: billing@cityofwoodland.gov

PROPERTY MANAGER PAYMENT AUTHORIZATION

ACCOUNT #

SERVICE ADDRESS:

I am requesting that the monthly Utility Bill for the Account and Service Address listed above be mailed to the **Property Manager**. I understand that, as the owner, I am responsible for all utility charges if the tenant fails to pay, in accordance with City of Woodland Municipal Code §13.04.090.

The billing procedure for utilities is as follows:

Metered accounts are to be billed monthly, in arrears. Accounts which remain unpaid thirty (30) days after billing shall be considered delinquent and must be paid before service can be continued.

A Delinquent Statement will be mailed to both the tenant and the Property Manager if the account becomes delinquent. If a 48-hour shut-off notice is processed, a \$15.00 fee will be added to the bill. If the bill is not paid by the date stamped on the delinquent notice, services will be discontinued, and an additional \$75.00 processing fee will be added to the bill. Once services have been discontinued, the full balance must be paid to restore the services.

Property Manager

Name:

Address:

City, State, Zip:

Phone #:

Service Address Legal Owner

Name:

Address:

City, State, Zip:

Phone #:

Signature of Service Address Legal Owner

Date