



**Southside  
Water & Sewer  
District**

P.O. Box D Sandpoint, Idaho 83864

**Renter Billing Authorization:**

Utility assessments are the responsibility of the property owner, and the account must remain in the property owner's name. If the property owner prefers a renter to receive and pay the assessments, the District must have written authorization from the owner of the property to add the renter as a mailing recipient.

Utility Account # \_\_\_\_\_ Physical address: \_\_\_\_\_

**Owner Name and Billing Address:**

\_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Property Management Contact Information:** (Include Name, Phone, Email)

\_\_\_\_\_

**Tenant Name and Billing Address:**

\_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

With your signature below, you will be authorizing Southside Water and Sewer District to mail monthly billing to your tenants. This change will take effect after we've received this signed authorization to keep on file.

I, \_\_\_\_\_, request utility billing be placed in the name and address of my tenant as noted above on the first day of \_\_\_\_\_ (month). I acknowledge that, as the property owner, I am the ultimate responsible party for payment of utilities including any late charges that may be assessed in the event my tenant does not pay. I understand that delinquent accounts may be certified to the County tax rolls as a lien on the property if not paid in full by the last working day in July (Idaho Code 42-3212 (1)). I understand the District will revoke this authorization if my account becomes 90 days delinquent due to non-payment and subsequent billing will be sent to me as the owner of the property. I also understand that it is my responsibility to notify Southside Water and Sewer District if or when there are any changes to this authorization.

Signed \_\_\_\_\_ Date \_\_\_\_\_