



Rouss City Hall
15 North Cameron Street
Winchester, VA 22601

Telephone: (540) 667-1815
FAX: (540) 662-5803
Website: www.winchesterva.gov

**TENANT WATER/SEWER BILLING AUTHORIZATION
FROM PROPERTY OWNER FORM (Please Print)**

ACCOUNT NUMBER:	
DATE:	
ADDRESS OF PROPERTY:	
DELIVER WATER/SEWER BILLS TO (TENANT'S NAME):	
TENANT TELEPHONE NUMBER:	
PROPERTY OWNER NAME:	
PROPERTY OWNER TELEPHONE:	
PROPERTY OWNER ADDRESS:	
EFFECTIVE DATE:	

The undersigned owner of this property requests that the designated bills be delivered to the tenant listed above. The owner understands that this does not relieve him/her of responsibility for any amount that the tenant fails to pay according to below excerpt from The Winchester City Code, Chapter 29, Section 29-16 Billing Terms. This form must be filled in completely on the right hand side (except for the account number) by owner or property manager.

WINCHESTER CITY CODE, CHAPTER 29-UTILITIES, SECTION 29-16. BILLING TERMS
The owner of the property shall be responsible to the City of Winchester for the payment of water and sewer bills. On written request of the owner of the property, the tenant may be billed in the owner's name for water and sewer service, but this request shall not relieve the owner from responsibility.

PROPERTY OWNER SIGNATURE _____ **DATE** _____

**PLEASE RETURN IMMEDIATELY TO: CITY OF WINCHESTER
PUBLIC SERVICES DEPARTMENT
ATTN: Customer Service TBA
P.O. Box 75
Winchester, VA 22604**