

REQUEST TO BILL TENANTS

The owner of the property may request that the City of Great Falls bill a tenant. An agreement must be signed by the owner stating the following:

I understand that the City will not begin billing my tenant until the City has received an executed, written request.

I also understand that the City will read the meter at the earliest opportunity upon receiving the request. The termination date for my account related to this service address will be the date the meter is read.

I do hereby acknowledge that as the property owner, I am responsible for all City provided utility service to the property.

Further, I understand the following tenant billing policy and my responsibilities as owner of the above property.

- *All delinquent charges, including penalties, remaining from any prior renter must be paid before the tenant on this form can begin billing.

- *If water service is disconnected due to non-payment, service will not be resumed until all delinquent charges and administrative fees are paid in full.

- *Any tenant account terminated due to non-payment and remaining so for a period of 15 days or more will be closed. At that time, the account will revert back to the owner of the property.

- *Owners account must be current to allow a tenant to begin billing.

- *Owner is responsible to notify the City of Great Falls of any changes in billing. If a tenant contacts the City to request a final bill, the account will automatically revert back to the owner's name.

- *A new tenant will require a new "Request to Bill Tenant" form. If a new tenant contacts the City, a form will be sent to the owner, but the tenant will not be set up until the form is completed and returned.

- *A new tenant will not be set up for billing of the new services if tenant has any prior unpaid services within the City.

- *The owner may receive copies of delinquent notices whenever the tenant's account is given an overdue notice through Third Party Notification.

- *Owner's that have managers/agents managing the property must have a letter on file with the City authorizing that manager/agent to make decisions for that property. Without that authorization the City will only work with the owner.

Please contact the Utilities Customer Service Department at (406) 727-7660 to request a Bill Tenant Form.

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