

WATER SERVICE UPDATE FORM

Fill in new information.

Effective date ___/___/20___

Service address (required): _____ I own the property. I rent the property.

Name _____ Additional account name _____

Mailing address _____ City, State, Zip _____

Home phone _____ Alternate phone _____

Automated water emergency notifications would be by voice broadcast to these numbers.

Change to plumbing or type of water usage: _____

RENTERS: The information above is true and correct.

Signature _____

Date _____

OWNERS:

1. Are you residing at property **or** renting property out.
2. If renting out, will you manage it yourself **or** use a property manager.
3. If using a property manager, copies of tenant's delinquent notices go to you **or** property manager.
4. If using a property manager, do you authorize the City of Roy to handle utility matters for this property with the property manager as your agent? yes **or** no **or** I am previously-authorized agent of Owner.

Complete the following information:

BILLINGS TO BE DIRECTED TO: Owner Tenant Agent. Contact: _____

Authorized agent/management company: _____

City of Roy business license no. _____ Phone: _____

5. If you are using this property manager for the first time, please attach a **copy of your property management agreement.**

You must sign the following acknowledgement. **In making this request I affirm that I am the Owner or duly authorized Agent of the Owner. I am familiar with the regulations governing water usage and rates and understand that the Owner is fully responsible for all City of Roy utility bills against the property located at the above service address. I understand that continuation of water service is according to applicable City codes.**

Signature _____ Owner Authorized Agent Date _____

OFFICE USE ONLY: Account (owner): _____ Account (renter): _____ Tap: _____

If shut-off, reason: _____ Shut-off fee \$ _____ paid ___/___/___ Turn-on fee \$ _____ paid ___/___/___

Broadcast phone entered by: _____ Date: ___/___/20___

Cross-connection status: _____

Notes: _____

Instructions to Public Works: Location of meter: _____

Read meter _____ Date completed: ___/___/20___ Initials: _____

Shut off. Lock. Date completed: ___/___/20___ Initials: _____ Key number for lock: _____

Turn on water & read: _____ Date completed: ___/___/20___ Initials: _____

Cross-connection: _____

City of Roy

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<https://www.cityofroywa.us>