



City of Woodland

FINANCE DEPARTMENT 300 FIRST STREET
BILLING & COLLECTIONS

WOODLAND, CALIFORNIA 95695 (530) 661-5831
Fax: (530) 661-5848

TENANT PAYMENT AUTHORIZATION / CURRENT RESIDENT FORM

ACCOUNT # _____

This is to request that the Utility Bill for _____

_____ Service Address

be mailed to the tenant. In requesting this, I understand that I am responsible for all utility charges in the event that the tenant does not pay for the utilities. This is in accordance with the Code of the City of Woodland Sec. 23C-2-6 (b).

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 Shut-Off notice will be mailed to the tenant for the delinquent account. In the event that a 48 Hour Shut-Off notice is processed, there will be an \$11.00 charge added to the bill. Then, if the bill is not paid in full by the expiration date stamped on the notice, services will be discontinued and an additional \$55.00 processing fee will be added to the bill. If account becomes delinquent owner will receive a copy of billing statement.

Signature of Legal Owner

Date

Print Legal Owner Name

Owner Phone #

Address of the Legal Owner

City

State

Zip