



## CITY OF CANNON BEACH PROPERTY MANAGEMENT BILLING FORM

Service Address: \_\_\_\_\_ Account#: \_\_\_\_\_  
**Owner's Name:** \_\_\_\_\_  
Owner's Phone #: \_\_\_\_\_ Date: \_\_\_\_\_  
Owner's Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Owner's Signature: \_\_\_\_\_  
Owner's Email: \_\_\_\_\_

I, \_\_\_\_\_, owner of the above-mentioned property would like you to bill the noted property management company for City of Cannon Beach providing water/sewer/storm drain services. I understand the City will begin billing the management company as soon as this written request is received by the City. The owner and property manager will receive a delinquent notice whenever the account is overdue.

I do hereby acknowledge that as the property owner, I am responsible for water, sewer and storm drain bills not paid by the management company-Including all lien fees, delinquent charges, interest and court fees that might accrue. Further, I understand the following billing policy and my responsibilities as owner of the above property.

- **Water, sewer and storm drain bills are a lien against the property served**, and failure to pay same will result in a lien against the property and could include being sent to the City's collection agency.
- If water service is disconnected due to non-payment, service will not be resumed until all delinquent charges together with any administrative fees are paid in full.
- A late fee of \$10.00 a month and 1% of the late fee will be assessed on the outstanding balance.
- **The owner is responsible to notify the City of Cannon Beach of any changes in billing or owner contact information.** If a management company contacts the City of Cannon Beach informing us they no longer represent you, the account will automatically revert back to owner's name.
- **A new property management company will require a new "Request Property Management Billing" form.**

**Management Co. Name:** \_\_\_\_\_  
*Mgmt Co. Phone #:* \_\_\_\_\_  
*Mgmt Co. Address:* \_\_\_\_\_ *City:* \_\_\_\_\_ *State:* \_\_\_\_\_ *Zip:* \_\_\_\_\_  
*Mgmt Signature:* \_\_\_\_\_  
*Title:* \_\_\_\_\_ *Date:* \_\_\_\_\_  
*Email:* \_\_\_\_\_



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### **13.18.100 Billing statements.**

Billing statements for single-family residential shall only be made in the name of the property owner.

Billing statements for multifamily residential shall be made in the name of the property owner, or pursuant to property owners written agreement with the city, to a management company or homeowners association. Billings made to persons other than the property owner shall not relieve the owner of the property from liability for payment of utility rates and charges, including, but not limited to, monthly charges, use charges, delinquency charges, lien fees, and court fees and shall not in any way affect the lien rights of the city against the property to which the services are furnished. (Ord. 19-2 § 1)