



# City of Newport Utility Billing/Finance Department

169 SW Coast Highway Newport, OR, 97365  
541-574-0617 | www.newportoregon.gov

## Application for Utility Service **Permission to Bill/Start Tenant Service Account**

The undersigned hereby applies for Sewer, Stormwater and Water Services and any other fees placed on utility bills, and agrees to the following terms and conditions:

1. The applicant acknowledges that this is a rental property and renters/tenants/property management company has permission to apply for utility service with the City.
2. A copy of Management Agreement that includes owner signature as per county records and site address for start service request, if a management firm is used.
3. Property owners must attach the warranty deed (title documents) showing ownership.
4. This consent will remain in effect until the City is notified by the owner or designee, in writing, and acknowledged by the City in writing.

**Documents Submitted:**

Management Agreement

Warranty Deed(Title Documents)

PROPERTY OWNER NAME:

MAILING ADDRESS:

PHONE:

EMAIL:

SERVICE ADDRESS:

MAP/TAXLOT:

DATE:

**I agree that the following Property Management company has my permission to handle business pertaining to the utility billing with the City of Newport regarding the property, and that Property Management company will receive notices in lieu of the owner. This consent will remain in effect until the City is notified by the owner, in writing and acknowledged by the City in writing. (Consent)**

MANAGEMENT COMPANY NAME:

MAILING ADDRESS:

CONTACT PERSON:

PHONE:

EMAIL:

I certify that I am the owner, or authorized agent of the property for which service is being requested. I authorize the City to start service in current or future tenants name. I guarantee that if I/the tenant/renter/account holder fail to make payments in accordance with the rules, regulations and ordinances of the City of Newport, I will pay such arrearages and be liable for those charges, including any penalties, fees, fines and interest accrued. I further agree that City may lien my property, identified above, in the amount of any unpaid delinquent utility bills. In consideration for the services provided, we agree/consent to the City transferring any claim for delinquencies against our tenants to me/us and I/we agree to assume responsibility for any such delinquent utility bills. I/we agree to comply with the Newport Municipal Code provisions that govern the use of those City utilities. I/we understand the City can refuse to connect service to a new account at the service address until any outstanding bills for the service address have been paid. I/We understand that any outstanding utility bills can be attached as a lien against the property. (Consent)

Sign

Date

Name of Property Owner (Print)

Name of Property Owner (Print)

Sign

Date

Name of Management Company (if applicable)

Print Name of Authorized Agent  
Submitting this Form

Signature

Date

OFFICE USE ONLY:

MANAGEMENT AGREEMENT VERIFIED

OWNER VERIFIED IN LINCOLN COUNTY PROPERTY RECORDS

WARRANTY DEED/TITLE DOCUMENTS VERIFIED

EMPLOYEE NAME