CITY OF THREE FORKS
PO Box 187
Three Forks, MT 59752

Owner / Designee Utility Billing Agreement

Service address: _____ Account #: _____

DEFINITIONS:
Owner – the legal property owner of record.
Property Manager – typically a property management firm/company that acts on behalf of the property owner and receive all utility billing information on the owner's behalf.
Designee – an individual who will act on behalf of the property owner, but is NOT the tenant.
Tenant – the individual(s) occupying the property.

I/We, _____ are the Owner(s) of the property at the above noted service address. I understand, per 7-13-4309, MCA, if I, my Designee (property manager), or my tenant defaults on payments, I, as property owner(s) am responsible for **any and all fees, including penalty fees and/or disconnection fees, due to the City of Three Forks.** Unpaid charges shall be recoverable against me as a lien on the property, due back to the City of Three Forks.

The utility bill remains in the Owner's (or Property Manager / Designee) name, no matter who is responsible for paying the bill in the lease/agreement. The City is only able to print one physical bill, and since the account will remain in your name, this bill can only be mailed to you. However, email bills may be sent to multiple addresses. (Late and Disconnect letters will only be mailed; no emails are sent for this type of notice.)

How would you like the bill to be issued?

Select one:

☐ *Mail or Email the bill to me at my address on file with the City.*

☐ *Mail or Email the bill to my Property Manager below.*

PLEASE PRINT

(IF YOU HAVE ONE) Property Manager/Designee Name: _____

Property Manager's Address: _____

City: _____State: _____Zip: _____

Property Manager's phone: _____

Send via email only? Y / N

Property Manager's Email Address: _____

------*OVER* --------

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Want your tenant to get a copy of the bill?

☐ *Email a copy of the bill to my Tenant.*

Tenant(s) Name: _____

Tenant(s) email address: _____

Tenant(s) phone: _____

Date Tenant(s) Moved in: _____

I/We permit the City of Three Forks to discuss and disclose information on the utility bill, including providing a copy of the bill via email for the service address noted on Page 1, to the tenant listed above until a new agreement is signed.

I/We (property owner) have read the above and agree to abide by this agreement:

Signed this ____ day of _____, 20_____, until such time I/we sign an updated agreement.

Signature:_____

OFFICE USE ONLY:

Date received: _____ Completed in UB by Employee Initials: _____