



**City of Washougal**  
**Customer Authorization to Turn Services Off**  
Finance – Utility Billing  
1701 C Street  
Washougal, WA 98671  
(360) 835-8501 • Fax (360) 835-8808  
[www.cityofwashougal.us](http://www.cityofwashougal.us)

*For City Use Only:*

Account #: \_\_\_\_\_ Effective Date: \_\_\_\_\_  
Service Address: \_\_\_\_\_

Name _____	Phone _____	E-mail _____
Mailing Address _____	City _____	State _____ Zip _____

**PROPERTY OWNER (list multiple owners separately)**

Name _____	Phone _____	E-mail _____
Address _____	City _____	State _____ Zip _____

Are you the     Owner?     Tenant?     Authorized Agent?

**Reminder:**

If a tenant moves out, the City must be notified to put the billing back in the owner's name. The City will not be responsible for late fees, Turn Off charges or other fees incurred because of tenant vacating or because the City was not notified to terminate service.

**Notice:**

The billing may be sent to the owner, at the owner's address, or to the tenant at the service address (or the tenant's PO Box). The City will not send billings to the tenant's forwarding address. The owner will be responsible for forwarding final tenant bills to addresses other than the service address. If a tenant has their mail forwarded from the service address, via the Post Office, the owner may request the billing be put back in their name after the bill is sent out. The owner will still be responsible for pro-rating any bills.

**Delinquent Notice:**

In the event that a tenant's bill has gone into delinquent status the owner will receive a copy of the delinquent bill & will continue to receive delinquent bills until the account is current.

I, the undersigned, legal owner (or acting on behalf of the legal owner) of the above property, authorize the services of water & sewer only to be turned AND locked off on the requested date listed above. Please note that Stormwater cannot be shut off & will continue to be billed. I also understand there will be a \$20.00 service fee, charged to my account on the following billing cycle.

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Signature of Legal Owner or Authorized Agent

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Date