



City of Portola  
Utility Billing Department  
35 Third Ave  
Portola, CA 96122  
530-832-6803  
FAX: 530-832-5418

### Tenant/Property Management Authorization Form

(You must complete and return this form each time your tenant or Property Management firm changes)

I, \_\_\_\_\_, legal owner(s) of the property located at:

Service Address: \_\_\_\_\_

Request the City of Portola:

**Send a copy of the utility bill to and receive payment from the tenant or Property Management Company listed below. \*\***

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Effective Date: \_\_\_\_\_

**Does this override a previous tenant authorization?  YES  NO**

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner's Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Owner's Phone Number: \_\_\_\_\_

**\*\*Please be advised that the City of Portola Utility Ordinances specify the following:**

- The property owner of record is solely responsible for any and all City Utility charges and charges of the City's franchise refuse collection hauler
  - Statements are sent on the first of each month and due within 20 days for usage of the previous month
  - Regular monthly billings, second notices and 24 hour notice front door hangers may be the only notifications prior to delinquencies or liens are applied
  - *This document does not release the owner from responsibility for the payment of all City utility charges that have been and will be assessed to said property.*
- The City requires an original signature on this form, it must be mailed or delivered to City Hall.**

**❖ Office Use Only**

City received verification of IMD Service Sign up?  YES | Initials: \_\_\_\_\_ Date: \_\_\_\_\_