City of Portola
Utility Billing Department
35 Third Ave., PO Box 1225
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**

Date _____ Time: _____ Meter Read: _____ Meter Location: _____