

Finance Department

23 Russell Boulevard – Davis, California 95616

Accounts Payable & Payroll: 530/757-5615 – City Hall FAX: 530/758-0204

Utilities, Citations & Business Licenses: 530/757-5651 – TDD 530/757-5666



Account Number

Service Address

In response to your request to mail all City Utility bills for this account to another person, we are sending you this Owner-Authorized Agent Form. We will process your request upon receipt of this form, completed and signed by the property owner.

OWNER-AUTHORIZED AGENT AGREEMENT

Type or Print

I/We [Owner's Name(s)] * _____

located at (Mailing Address) * _____

Owner's Phone Number: * _____

do hereby inform the Finance Director of the City of Davis that I/We are the legal owner(s) of the property located at * _____ Davis, CA, and that I/We request that the City of Davis Utility and Business License bills be mailed to:

Agent Name * _____

Agent Address * _____

Agent Telephone Number * _____

***Authorized agent must have a valid City of Davis Business License as a property management agent.**
Tenants of property cannot be authorized agents (exceptions only when owners are out of country on sabbatical or special commercial situations).

Said individual is appointed as my/our authorized agent to request, as needed, different levels of City services, to receive the business license renewal notice and business license certificate and to make payments for service address. I/We and our agent are aware that if all the bills are not paid on a current basis, a 10% penalty will be charged to the delinquent unpaid accounts. We are also aware that if delinquent utility bills are not paid pursuant to a shut-off notice, the water will be turned off.

The owner(s) also agree to the following measures:

1. The Finance Director may at any time switch the account back to my/our mailing address and I/we hereby agree that the delinquent balance due, including all penalties, will be paid in full within ten (10) days after receiving the delinquent bill.
2. The owners are fully aware that by assigning the above individual as agent, I/we have not released myself/ourselves of the total responsibility for the payment of all utility charges that have been, and will be assessed to said property.
3. I/We understand that all charges are my/our civil debt owed to City of Davis, who may institute action in any court of competent jurisdiction to collect such debt, together with applicable penalties, interest, costs and other expenses.

* _____
Owner's Signature

* _____
Date

If you have any questions, please contact the City of Davis Utility Services at (530) 757-5651.

Sincerely,

Dani Hester
Financial Supervisor

cc: MPF