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OWNER/TENANT BILLING AUTHORIZATION

Completion of this form constitutes the property owner's request and authorization to Gardnerville Water Company (GWC) for GWC to deal directly with a tenant or other third party, regarding all payment, service, and account issues.

SERVICE ADDRESS: _____

TENANT INFORMATION: Authorized Company: _____

**If an Authorized Company, identify key company personnel who may deal with GWC*

Authorized Tenant: _____

Authorized Tenant: _____

OWNER INFORMATION:

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Cell Phone: _____ Work Phone: _____ Other Phone: _____

E-Mail Address: _____

Driver's License Number: _____ State: _____ Expiration Date: _____

TERMS & CONDITIONS: *(initial each)*

- _____ The service address must be served by its own meter to qualify for this authorization.
- _____ With this authorization the owner will not be billed nor be sent any notices related to service, all of which will go to the Authorized Company/Tenant(s).
- _____ Lease agreements should state that the Authorized Company/Tenant(s) is/are responsible for payment of water service and backflow testing (when applicable). Backflow testing notices will be sent to both parties.
- _____ Should the Authorized Company/Tenant(s) not pay, the Owner remains solely responsible to GWC for all aspects of their account, including payment for all water usage and services. Service will not be restored until all outstanding obligations to GWC are paid in full. Any account that becomes 45 days past due is subject to disconnection, consistent with GWC's disconnection procedures. If the service address is disconnected for non-payment, the Owner will be notified and responsible for payment prior to re-establishment of service.
- _____ The Owner is a guarantor of the service address account. Unpaid balances are always the responsibility of the Owner.
- _____ Once the account is in the Authorized Company/Tenant (s), he/she is authorized to notify GWC of a pending move-out date. Upon move-out, a final read, and billing statement will be sent to the Authorized Company/Tenant (s). Unless a new Service Application (GWC Form 1) and Owner/Tenant Billing Authorization Form (GWC Form 2) are provided the account will default back to the Owner at which time a notice will be sent to the Owner.
- _____ A new Authorized Company/Tenant(s) will be added to the account only after the Owner completes and submits a new Owner/Tenant Billing Authorization (GWC Form 2) and the Authorized Company/Tenant(s) have completed a Service Application (GWC Form 1).
- _____ Move out dates may not be "back-dated." Changes to the Authorized Company/Tenant(s) will be processed within three business days. Disputes between Owner and the Authorized Company/Tenant(s) regarding payment do not involve GWC.
- _____ Owner authorizes GWC to process billing in the tenant's name and agrees to defend, indemnify and hold GWC, its officers, agents, and employees harmless from and against any and all claims, injuries, damages, losses, costs of collection or suits, including attorney's fees arising out of or in connection with water service to the service address and or regarding the administration of this Owner/Tenant Billing Authorization (GWC Form 2), procedure and implementation, and for all service charges and collection charges related thereto.
- _____ By executing this form, Owner agrees and understands that it is authorizing and directing GWC to accept service directives from the Authorized Company/Tenant(s) rather than Owner.

By signing this form, you agree to our terms and conditions of service.

Owner's Signature: _____ **Date:** _____

FOR GWC USE ONLY:

Account Number: _____ Date Posted: _____ Staff: _____