



PUBLIC WORKS DEPARTMENT
UTILITY BILLING

CITY OF MEDFORD

411 W. 8th Street
MEDFORD, OREGON 97501
www.ci.medford.or.us

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utilities@cityofmedford.org

OWNER REQUEST FOR PROPERTY MANAGER / TENANT BILLING

Medford Municipal Code 4.1201 states: "...if the person having the right to occupy the property refuses to pay the City's utility charges, the owner of record shall be the responsible party." **This form allows us to continue sending the City of Medford Utility bill to a tenant or property manager, with the understanding that should they not pay for any reason, the owner is responsible.**

You may call our office to check the status of your account. In accordance with Oregon Revised Statute (ORS) 454.225, the City will collect unpaid sewer and related penalties by attaching these fees to the property owner's property tax bill along with a \$10 or 10% administrative fee, whichever is greater. Any remaining unpaid fees will be collected by our outside collection agency.

Failure to complete this form will result in the account being placed in your name.

While I remain responsible for payment of utility charges, I authorize the City of Medford to bill:

- A Property Management service
- Tenants (current and any future tenants, unless notified by owner)
 - Bill Property Manager during gaps in occupancy
 - Bill Owner during gaps in occupancy
- Owner only – please send the bill directly to me
- I do not own the property

Title Company: _____ Date of Sale: _____

APPROVAL:

Owner's Name: _____ Phone: _____

Service Address of Property: _____

Account #: _____ Comments: _____

Owner's Mailing Address: _____

Property Management: _____

Print Your Name: _____ Sign: _____ Date: _____

Complete, sign and return by mail, fax or email to the City of Medford Utilities.
Retain copy for your records.