



**Rogue Valley Sewer Service**  
**138 West Vilas Road, P.O. Box 3130, Central Point, OR 97502**  
**(541) 779-4144 or (541) 664-6300 FAX (541) 664-7171**

**COMMERCIAL PROPERTIES**  
**OWNER REQUEST FOR TENANT BILLING**

**As the property owner, all charges for sewer services are your responsibility (per ORS 454.225) whether or not the account is in your name.**

By completing this form you are requesting the bill be sent to all tenants of this property and understand that you are fully responsible for any balance not paid.

Please call our billing office to check the status of your account. In July of each year, owners are notified of accounts with past due balances that will be certified for collection on the property tax bill if not brought current. Amounts certified will include any late charges incurred (3% of the outstanding balance, \$3 Minimum each month) **plus** a 10% (\$10 minimum) administrative fee.

**While I remain responsible for payment of the sewer bill, I would like it to be sent to:**

**Your tenants (current or future tenants, unless notified by owner):**

Name: \_\_\_\_\_  
 Mailing address: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ Start Date: \_\_\_\_\_

**APPROVAL**

Owner's name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address of service property: \_\_\_\_\_ City: \_\_\_\_\_  
 Project # \_\_\_\_\_ LOT# \_\_\_\_\_  
 Owner's mailing address: \_\_\_\_\_  
 Owner's Name: Print: \_\_\_\_\_ Owner's Signature : \_\_\_\_\_

**Complete, sign and mail or fax the original to Rogue Valley Sewer Service.**