



**SPOKANE COUNTY
ENVIRONMENTAL SERVICES**

1026 W Broadway Ave., 4th Floor
Phone: (509) 477-3604
Fax: (509) 477-7178

Property Manager Letter of Authorization

Form to be completed by the Property Manager:

Sewer Account Number: _____

Property Address: _____

Property Manager Name: _____

Property Manager Mailing Address: _____

Property Manager Phone Number: _____

Property Manager Email: _____

As Property Manager, I hereby authorize Spokane County Environmental Services to send the monthly sewer bill to:

Tenant(s) Name: _____

Tenant Mailing Address: _____

- The sewer account for the property listed above must be at a zero balance before a Tenant will be added.
- The Owner remains responsible for the monthly charges, fees, late payment penalties and interest on the part of the designated Tenant or Property Manager. If the charges on the account are not paid timely, a lien will be placed on the property. Liens may lead to foreclosure of the property pursuant to RCW 36.94.150.
- It is the Property Manager's responsibility to notify Spokane County Environmental Services in writing 20 days in advance of any mailing address changes for a Tenant.
- If the charges on the monthly sewer bill are not paid timely, it is our practice to place the billing back into the Owner's name.
- The Tenant will receive a copy of the monthly statement beginning with the next billing.
- The Property Manager will receive a courtesy copy of all bills.
- It is understood if there is a change of Tenants; the Property Manager must complete a new agreement.

Please indicate your billing preference:

(Note: Account splits may result in an additional sewer account number)

Person responsible for monthly construction charges (CFR, SCC, GFC): _____

Person responsible for monthly Operation and Maintenance charges: _____

Signature below indicates the Property Manager has read and understands the above.

Property Manager Signature: _____ Date: _____

Return this completed form to:

**Spokane County Environmental Services
1026 W Broadway Ave., 4th Floor
Spokane, WA 99260**

or Fax to: (509) 477-7178