



Town of Friday Harbor

Mailing: P.O. Box 219 | Physical: 60 Second Street | Friday Harbor, WA 98250

Phone: 360-378-2810 | Fax: 360-378-2380

Tenant Change in Utility Services

Tenant Move-Out | Account # _____

Service Address: _____

Move-Out Date: _____

☐ Stop Paper Duplicate Bill

☐ Stop Courtesy Email

Tenant Move-In | Account # _____

Service Address: _____

Move-In Date: _____

Tenant Name: _____ UB Contact #: _____

Tenant Phone #: _____ Email: _____

Tenant Mailing: _____

Understanding of Responsible Party | Initials (Owner/Tenant): _____ / _____

I understand that the Town recognizes the owner or authorized agent as the responsible party for the account and does not transfer responsibility to the tenant and/or the second party. This form allows a tenant to be listed on the account as another point of contact for the property.

Understanding of How to Receive the Bill | Initials (Owner/Tenant): _____ / _____

I understand that the owner of the property receives the original bill and tenants receive a copy of the bill. A \$2.00 administrative fee will be added to the account each month for each additional paper copy sent. As a requirement, the owner and the tenant mailing address cannot be the same.

Additionally, a tenant can receive a courtesy email notification for when the bill is ready at www.fridayharbor.org through our customer portal. Customer portal registration is available for owners ONLY. Tenants may utilize the portal for one-time payments and to view bills. As a tenant I understand that I should NOT register this account as it belongs to my landlord.

To receive a hard copy in the mail, a tenant must select "Start Paper Duplicate Bill". To receive an email notification of the bill, a tenant must select "Start Courtesy Email". You may select both.

☐ Start Paper Duplicate Bill (\$2.00)

☐ Start Courtesy Email (Free)

Understanding of Billing Cycles | Initials (Owner/Tenant): _____ / _____

I understand that the Town only issues utility bills based on full billing cycles and does not prorate based on "move-in" or "move-out" dates. A complete billing cycle includes base fees (entire month), refuse (21st previous month-20th of billed month), and water usage (approx. 15th of previous month-15th of billed month).

Tenant Signature: _____ **Date:** _____

Owner Signature: _____ **Date:** _____

Office Use Only: Above changes made on account/Invoice Cloud by _____ on _____.