



CITY OF BREMERTON
Public Works and Utilities - Billing
 345 6th Street, Suite 100
 Bremerton, WA 98337-1891
 Office (360) 473-5316 | Fax (360) 473-2330
 Email: billing@ci.bremerton.wa.us

*** PLEASE COMPLETE, SIGN & RETURN ***

Account No. _____

TENANT CHANGE FORM

Service Address _____ Move In / Out Date _____

I, _____, as owner of the above listed property, I am informing you that:
 (Print Name)

- My tenant moved in.
- My tenant moved out (bill to Owner or Property Manager)
- I've added a Property Manager
- I've removed a Property Manager

A tenant move in/out will not receive an off cycle final/new bill:

IF a move in/out is within 3 days of the new monthly bill, the tenant is added to the account, as long as the prior balance is paid.
 IF a move in/out is after 3 days of the new monthly bill, the tenant is added after the bill has been paid.
 ___ Owner/property management will be responsible to figure any per diem on middle of month move in/out.

NOTE: As a courtesy to the owner, only the owner may request to have the billing sent to the tenant. If the tenant vacates leaving outstanding charges, the City will not go to collections to get payment from the tenant. The unpaid charges stay with the property and therefore become the responsibility of the owner.

There will be a \$5 fee to add a tenant.

Owner Signature _____ Date _____

Section A: TENANT INFORMATION FOR BILLING

Name: _____ Phone: _____ Home Cell
 Last First MI

Co-Name: _____ Phone: _____ Home Cell
 Last First MI

Mailing Address: _____
 Service Address/PO Box City State Zip

Email: _____ E-Bill Only Both*
 *Select "Both" to receive a paper and electronic bill

Section B: AGENT/PROPERTY MANAGEMENT/POA

Name: _____ Ph: _____ Cell: _____
 Last First MI

Mailing Address: _____
 Number/Street/Apt. No. City State Zip

Email: _____ Agent Name: _____

Section C: OWNER INFORMATION FOR OWNER ACCOUNT

Name: _____ Ph: _____ Cell: _____
 Last First MI

Mailing Address: _____
 Number/Street/Apt. No. City State Zip

Email: _____