



Small Town. Real Life.

## REQUEST FOR DUPLICATE BILLING OF A RESIDENTIAL RENTAL PROPERTY

Per Duvall Municipal Code, all residential accounts for water, sewer, and/or storm drain shall be issued in the name of the property owner. By filling out this form, a property owner may request a duplicate bill sent to the occupants of a residential rental property for a small monthly fee.

### Property Owner Information:

Service Address: \_\_\_\_\_

Name: \_\_\_\_\_ Account #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_

Owner's Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Phone number: \_\_\_\_\_

### Please complete tenant information on back.

If water service is disconnected for non-payment, service will not be resumed until all delinquent charges along with any administrative fees are paid in full.

Sewer accounts and the sewer and storm drain portion of water/sewer accounts are a lien against the property served and failure to pay same will result in a lien against my property as prescribed by RCW 35.21.290 and RCW 35.67.200.

The duplicate bill fee will remain on the account until the owner notifies the City of Duvall to remove it, at which time the bill will only be sent to the mailing address on file for the property owner.

Requests will be effective for the current bill if this form is received by the 20<sup>th</sup> of the month. Requests received after the 20<sup>th</sup> of the month will be effective the following month.

For questions email [utilitybilling@duvallwa.gov](mailto:utilitybilling@duvallwa.gov) or call 425-788-1185

I do hereby acknowledge that as the property owner, I am responsible for City of Duvall utility bills and that these charges are subject to late penalties, administrative fees, service disconnection, and property liens.

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please **choose one box below** and complete relevant fields.

I request that duplicate bills be sent to the tenant. I understand that there will be a fee of \$1.50 a month for this service. I have provided the tenant Information below.

**Tenant Information:**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_  
(If different from service address)

I request a change to the tenant receiving duplicate bills. I have completed the tenant information above. Please remove the tenant named below from the duplicate bills.

Name of previous tenant: \_\_\_\_\_

I request that duplicate billing be removed from my account. I acknowledge that I will be the sole recipient of the City of Duvall utility bills and that my mailing address is current.

Return completed form:

- Electronically: email [utilitybilling@duvallwa.gov](mailto:utilitybilling@duvallwa.gov)
- In person or by drop box: 15535 Main St NE
- By mail: Attn: Utility Billing  
PO Box 1300  
Duvall, WA 98019

**Utility Bill Payment Options:**

Tenant payment options using the Owner's account number:

- **In person:** pay by cash, check or debit/credit (no American Express) at City Hall during business hours.
- **By mail or Drop box:** use the provided envelope to mail check/money order payment to the City. There is also a drop box outside City Hall for after hours. It is to the left of our front door. Please do not put cash in the mail or drop box.
- **ACH (auto withdraw):** set up ACH payments by filling out the ACH form: <http://www.duvallwa.gov/DocumentCenter/View/87/ACH-Authorization-Form-PDF> and submit with a voided check from the account you wish to have the funds withdrawn from. ACH is withdrawn every month on the 20th unless it falls on a weekend or holiday in which case it is withdrawn on the following business day.
- **Merchant Transact:** view and pay your utility bill with a credit card using <https://duvall.merchantransact.com/Default.aspx>
- **Official Payments:** You can pay your bill over the phone or online using your credit card with Official Payments. Their phone number is 1-800-272-9829. They will ask for a Jurisdiction Code which is 5628. Please note you must use all of the numbers of your account number, including preceding and following zeros. *Official Payments charges a convenience fee. The City does not receive any portion of this fee.*