



**WASHOE COUNTY**  
**COMMUNITY SERVICES DEPARTMENT**  
**Utility Service**

1001 EAST 9TH STREET  
RENO, NEVADA 89512  
PHONE (775) 954-4601

**THIRD PARTY/ TENANT BILLING FORM**  
**Residential/ Commercial Properties**

Owner request to transfer billing account to Tenant/Third party.

**Account#** \_\_\_\_\_ **Effective Date of Transfer** \_\_\_\_\_

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

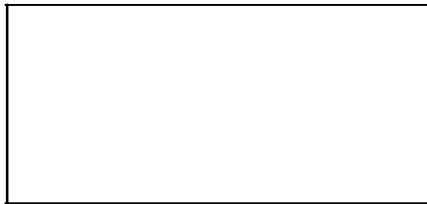
Property owner is requesting that future sewer bills and related correspondence for the above stated service address be mailed to the third party/tenant at the mailing address below. In accordance with Washoe County Ordinance 1713, the property owner hereby understands that they are still responsible for any non-payment on the part of the third party/tenant, and that a lien could be placed on the property and delinquent sewer fees could be transferred to the Washoe County tax bill should the third party/tenant default on payments. Furthermore, the property owner hereby understands that they will not receive a copy of future sewer bills. The property owner also understands that they are responsible for reporting any future changes to the billing assignment to the Sewer Division in writing.

**Owner Name** \_\_\_\_\_  
**Mailing address** \_\_\_\_\_  
**Phone number** \_\_\_\_\_ **Email Address** \_\_\_\_\_

\_\_\_\_\_  
**Owner Signature**

**Notary Public Section**

On the \_\_\_\_ day of \_\_\_\_\_, 20\_\_ personally appeared  
before me, a notary public, \_\_\_\_\_ who acknowledged  
that-----executed the above instrument.



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**Third Party/ Tenant's name** \_\_\_\_\_  
**Mailing address** \_\_\_\_\_  
**Phone number** \_\_\_\_\_ **Email Address** \_\_\_\_\_

\_\_\_\_\_  
**Third Party/Tenant's Signature**

**Notary Public Section**

On the \_\_\_\_ day of \_\_\_\_\_, 20\_\_ personally appeared  
before me, a notary public, \_\_\_\_\_ who acknowledged  
that \_\_\_\_\_executed the above instrument.



Please email completed form to [utility@washoecounty.gov](mailto:utility@washoecounty.gov)