



SPOKANE COUNTY

ENVIRONMENTAL SERVICES

1026 W Broadway Ave., 4<sup>th</sup> Floor

Phone: (509) 477-3604

Fax: (509) 477-7178

e-mail: SewerBilling@spokanecounty.org

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., 4<sup>th</sup> Floor  
Spokane, WA 99260

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e-mail:  
SewerBilling@spokanecounty.org