



**City of Hillsboro Utility Billing**  
 150 E. Main Street, Hillsboro, OR 97123  
 Phone: 503-681-6163 Fax: 503-681-6213  
 Email: [ub@hillsboro-oregon.gov](mailto:ub@hillsboro-oregon.gov)

**INTERIM BILLING FORM  
 SERVICE AUTHORIZATION AGREEMENT**

**TO: CITY OF HILLSBORO UTILITY BILLING DEPARTMENT**

This authorizes service in my name between tenants at the following property address. If I have more than one address I will submit a separate signed agreement for each property address.

Property Address: \_\_\_\_\_  
 Account number, if known: \_\_\_\_\_

Effective date: Upon tenant cancellation date, if known.  
 By my signature, I understand that I am responsible for payment of the billings incurred at the above address after a tenant moves out, and until a new tenant requests billing in their name. I understand activating water service will also activate all other services charged by City to the above property address. If the service account becomes past due, the City of Hillsboro may revoke this authorization without prior notice and enforce its collection policy. I also understand that in order to cancel this authorization, I must notify the City of Hillsboro in writing. When I notify the City of the sale of the above named property, it will cancel this agreement. I understand water could be turned off for a past due tenant account if tenant moves out without notifying City of Hillsboro. I will not hold the City of Hillsboro responsible for any damage to property due to water left on between tenants.

**I agree to the terms and conditions as stated above.**

Owner (please print): \_\_\_\_\_  
 If applicable, Property Manager: \_\_\_\_\_  
 Mailing address for interim billing: \_\_\_\_\_  
 Owners Phone: \_\_\_\_\_ Property Manager's Phone: \_\_\_\_\_

\_\_\_\_\_  
 Signature of Responsible Party Title Date

\_\_\_\_\_  
 Signature of Responsible Party Title Date

**E-mail form to:** [ub@hillsboro-oregon.gov](mailto:ub@hillsboro-oregon.gov)  
 Or mail signed form to: City of Hillsboro Utility Billing  
 150 E. Main St. Hillsboro, OR 97123  
 Or fax form to: 503-681-6213