



WASHOE COUNTY

COMMUNITY SERVICES DEPARTMENT

Utility Services

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: _____

The 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 1615, 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.



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