



Return completed form:

Email: ub@lynnwoodwa.gov

Mail: City of Lynnwood 19100 44th Ave W Lynnwood, WA 98036

Deposit: In our Drive-Up Drop Box in City Hall Parking Lot

RENTAL STATUS APPLICATION

ACCOUNT NUMBER: _____

SERVICE ADDRESS: _____

OWNER’S INFORMATION:

- OWNER’S WILL RECEIVE COPIES OF REMINDER NOTICES, EXCEPT IN A PROPERTY MANAGER SITUATION.

NAME(S): _____

PHONE #: _____ Email: _____

OWNERS ADDRESS: _____

NEW TENANT INFORMATION:

- ACCOUNT REMAINS IN OWNER’S NAME, BUT THE BILLS WILL BE SENT TO THE TENANT.

NAME(S): _____

PHONE #: _____ Email: _____

MOVE IN DATE: _____

THE PROPERTY OWNER IS LEGALLY RESPONSIBLE FOR ALL CHARGES, EVEN IF THE PROPERTY IS OCCUPIED BY A TENANT. WE WILL BILL YOUR TENANT AS A COURTESY TO THE OWNER. COPIES OF REMINDER NOTICES WILL BE SENT TO THE PROPERTY MANAGER IN A PROPERTY MANAGER SITUATION.

PAYMENT ARRANGEMENTS -Payment arrangements will not eliminate any notices. Property owners have the right to request no arrangements for their rental property. Payment arrangement application may be found at www.lynnwoodwa.gov

TENANT BILLING-The City bills tenants as a courtesy to the owner. We do not provide final bills in a tenant situation. Tenant and property owner will need to use the average cost per day on the most recent bill to determine charges for each party.

TENANT CHANGES-Please remember to contact us if your tenant moves out. Even the best of tenants do not always remember to do so. You will need to fill out a RENTAL STATUS APPLICATION with each new tenant. The form can be found on the city website, www.lynnwoodwa.gov

TRIP CHARGES ASSOCIATED WITH DISCONNECTION & RECONNECTION-

8:00 a.m. – 5:00 p.m. Monday – Friday except holidays. \$35.00 For each occurrence. All other times including holidays. \$85.00 For each occurrence.

LYNNWOOD SELF-SERVE- If you are set up on auto pay for this account, don't forget to stop it once we start billing your tenant.



PROPERTY MANAGEMENT INFORMATION

PROPERTY MANAGEMENT COMPANY NAME:

PROPERTY MANAGEMENT COMPANY ADDRESS:

AGENT'S NAME:

AGENT'S PHONE #:

AGENT'S EMAIL ADDRESS:

PROPERTY OWNER/MANAGER

DATE

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LYNNWOOD MUNICIPAL CODE (LMC) 13.34.040 – RESPONSIBILITY OF PROPERTY OWNER

ALL ACCOUNTS FOR CITY UTILITIES SHALL BE KEPT IN THE NAME OF THE OWNER OF THE PROPERTY AND NOT IN THE NAME OF THE TENANT UNLESS STATED OTHERWISE; AND THE OWNER ONLY OR HIS LEGALLY AUTHORIZED AGENT SHALL BE HELD RESPONSIBLE FOR WATER CHARGES.

LYNNWOOD MUNICIPAL CODE (LMC) 13.34.070 – DISCONTINUANCE OF SERVICE BY UTILITY

A. The city may refuse to supply, or may discontinue service to, any customer for violation of this title or LMC Title [14](#). As an additional concurrent method of enforcing the lien of the city for domestic water, sewer, or surface water charges, at the end of 20 days after any amount of outstanding account balance remains delinquent following two full billing cycles (approximately four months), the director of public works is authorized and directed to notify by first class mail sent to the customer at the service address that the account is delinquent and that the water will be shut off 13 days after date of such delinquency notice, and is directed to shut off water at that time and until such time as all charges have been paid, which consist of service charges, penalties as set forth in LMC [13.34.030](#), and city staff time charges for site visits (turn-on and turn-off) as noted in Table A in subsection (E) of this section.

Billing shall continue for all city utility services during the period that water service is discontinued, except as stated in LMC [13.34.080](#).

The utility may refuse or discontinue service to any customer who requires or uses such volume of water that water service to any other customer may be thereby impaired.

The utility shall discontinue service to any customer who makes an unauthorized connection to a city water or sewer line, bypasses a city water meter, or in any other way steals city water or sewer services.

B. The city may allow flexibility in payment of outstanding owed amounts as follows: If the customer, prior to the city shutting off water as specified above, agrees in writing and makes payment of 50 percent of outstanding owed account balances due to water, sewer, and storm accounts, and agrees to pay the entire remaining amount within 14 days of the initial payment, then the city will suspend shutting off the customer's water. If payment is not received by the fourteenth day, then the customer's water shall be shut off without further notice.

C. Discontinuance of service for any cause stated in this section shall not release the customer from his obligation to the city for payment of bills or charges.

D. Whenever service has been discontinued as provided above, and before service is restored, in addition to charges as provided in subsection (A) of this section, the utility may require the customer to make a deposit of \$50.00. The deposit may be held for up to two years depending on account history and used at any time to offset outstanding balances due, should they reoccur. Upon transfer of the account to a new owner, any unused deposit will be returned to the depositor. Restoration of service at the customer's request and after payment of all bills due shall be done at the convenience of the utility.