



Duplicate Services Bill Authorization

It is the policy of the City of Sheffield Lake that all properties be listed and billed to the legal owner. As an additional service for our owner/tenant customers, the City can send a duplicate copy of the services bill to the tenant at the property address. Please complete the information below and return it to our office in person or via U.S. mail, 4750 Richelieu Ave., Sheffield Lake OH 44054.

Acct No. _____ Service Address _____

TENANT	PROPERTY OWNER
Name: _____	Name: _____
Effective date: _____	Address: _____
Tenant phone: _____	City/State/Zip:: _____
	Owner phone: _____

I understand as legal owner of the above property, that I am responsible for all water, sewer and refuse charges and that the charges are subject to late penalties, service charges, service disconnection, and property liens.

To ensure billing accuracy, it is my responsibility to notify the City of any billing information changes in a timely manner prior to its effective date.

Signature (owner) _____ Date _____

(month) (day) (year)