

**APPLICATION FOR AUTOMATIC REINSTATEMENT OF
RESPONSIBILITY FOR UTILITY BILLING CHARGES**

Upon receipt of this signed application, the City of Portage can automatically reinstate property owners or property managers to utility billing accounts when a tenant leaves. The city interrupts services when no billing information is received at the time of a final meter reading. This automatic reinstatement will avoid any such service interruptions (other than when water is turned off for non-payment). This is a free service that will be effective upon receipt of this form by the Treasury Office.

Please be aware that you will need to notify the Treasury Office to have this automatic reinstatement to be cancelled.

UTILITY SERVICE ADDRESS _____

OWNER NAME _____

MAILING ADDRESS _____

CITY, STATE AND ZIP _____

PHONE NUMBER _____ DATE OF BIRTH _____

DRIVERS LICENSE # _____

THIRD PARTY TYPE: (check only one) Property Owner Property Manager
Other (please identify): _____

I want to sign up for Automatic Reinstatement of Responsibility for Utility Billing Charges and understand that I will need to cancel this when I am no longer the property owner/manager.

Signed _____

Printed name: _____

Treasury Staff only:

Processed by & date _____

Checked by & date _____