

**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:**

Owner Customer Number \_\_\_\_\_

Processed by & date \_\_\_\_\_

Checked by & date \_\_\_\_\_