



CITY OF TOLEDO, WA.

PO BOX 236 TOLEDO WA. 98591

cityoftoledo@toledotel.com

(360) 864-4564

City of Toledo Water Service Transfer Form for Landlords

1. Property Information- (see the back page for additional property spaces if applicable)

- **Property Address:** _____
- **Landlord Name:** _____
- **Email:** _____
- **Phone Number:** _____

2. Landlord Responsibilities for Water Service Account

- **Automatic Transfer to Landlord:** The water service account will automatically revert to the landlord's name upon tenant move-out. The landlord is responsible for ensuring that the new tenant completes and submits the move-in form along with the required documentation, to City Hall. (*Toledo Municipal Code, Title 8, Section 8.4.1*).
- **Responsibility for Unpaid Bills:** If a tenant fails to pay their water service bill by the due date, any outstanding balance will automatically fall to the landlord. The landlord remains responsible for the account until all required documentation is submitted for a tenant's account transfer. (*Toledo Municipal Code, Title 8, Section 8.4.1*).

3. Required Documentation for Tenant Account Transfer

- The landlord and tenant must present the following at City Hall for the tenant's account to be activated:
 - Valid photo ID
 - Proof of residency (e.g., lease agreement)
 - Mailing address or PO Box

Note: Failure to provide these documents will result in the water account remaining under the landlord's name, and the landlord will continue to be responsible for all water usage fees. (*Toledo Municipal Code, Title 8, Section 8.4.1*).

4. Account Tier and Utility Deposit

- **Tier 1 Default:** Any new tenant account will initially be placed in Tier 1 unless otherwise specified.

5. Protocol for Ownership Change

- **Service Termination and Lockout:** Upon a change in property ownership, water service will be shut off and locked until the new owner submits:

- Valid photo ID
- Proof of ownership or residency
- Mailing address or PO Box (if applicable)

This ensures a smooth transition and clarifies responsibility for water usage. (*Toledo Municipal Code, Title 8, Section 8.4.2*).

Acknowledgment and Agreement

By signing below, the landlord acknowledges and agrees to abide by the City of Toledo's water service account policies, including their responsibility for unpaid tenant bills after the due date, and their role in managing utility service documentation.

Landlord Signature: _____ **Date:** _____

Additional Properties

- **Property Address:** _____
- **Property Address:** _____
- **Property Address:** _____
- **Property Address:** _____
- **Property Address:** _____
- **Property Address:** _____
- **Property Address:** _____
- **Property Address:** _____
- **Property Address:** _____
- **Property Address:** _____

For Official Use Only

- **Received By (City Clerk/ Utility Clerk):** _____ **Date:** _____
- **Account Status:** ☐ Landlord ☐ Tenant ☐ Tier 1 Assigned
- **Notes:** _____