

VILLAGE OF ROUND LAKE BEACH
1937 North Municipal Way
Round Lake Beach, IL 60073
847-546-2351 fax 847-740-2852

AUTHORIZATION TO BILL TENANT

(NOTE: Both an inside and outside read must be provided. The account balance must be paid to a zero balance based on the move-in read prior to processing this authorization.)

DATE: _____

I, _____ owner of the property
(Property Owner Name)

Located at _____, account # _____,
(Rental Property Address)

authorize the Village of Round Lake Beach to mail the Water/Sewer bills to my tenants at the above property address.

(Tenants Name) (Tenants Phone)

(Moving in Date) (Inside Read) (Outside Read) (Is Acct. Balance Zero?)

As per Village Code 10-5-9-2 Liability for Payment – Said rates or charges shall be payable monthly or bi-monthly depending on the classification of service for which bills are rendered. The owner of the premises, the occupant thereof and the user of the service shall be jointly and severally liable to pay for the service on such premises and the service is furnished to the premises by the village only upon the condition that the owner of the premises, occupant and user of the service are jointly and severally liable therefore to the village.

I understand that as owner of the above property I am responsible for guaranteeing payment of all bills as well as maintaining a current status on the account. I understand that I am also responsible for informing the Village of Round Lake Beach of any change in occupancy in a timely manner. The Village will not be held accountable for notifying landlords of past due status. This remains the obligation of the landlord to check the status of tenant accounts periodically.

Signature

Date

I can be reached at _____
(Phone Numbers)

(Mailing Address)

(Email Address)