

## **RENTAL PROPERTIES**

Billing your tenant for utilities is a courtesy provided by Star Sewer & Water District. However, the tenant may **NOT** initiate water/sewer service. In order for Star Sewer & Water District to put a utility account in a tenant(s) name we must receive a completed Utility Billing Directive Form.

### **LANDLORD/TENANT STATEMENT FOR UTILITY ACCOUNTS**

- There is a \$20.00 charge for each billing directive submitted. This account setup fee will be assessed on the first statement sent to the tenant.
- All accounts, including previous tenant's accounts, must be paid in full and closed before a new tenant will be added to the account.
- Utility charges represent a lien against the property and therefore, the property owner is ultimately responsible for all utility billings assessed to the property regardless of the party utilizing the service(s).
- Star Sewer & Water District shall prepare and mail a monthly utility bill to the mailing address provided on the Utility Billing Directive at the time of initiation of service. Tenants may opt to receive e-bills. Failure to receive a bill, regardless of the cause, shall not constitute a waiver by Star Sewer & Water District of amounts owing for utility services or penalties.
- The District reserves the right to put the account back into the property owner's name if the tenant proves difficult to deal with.
- Effective, February 1, 2023, monthly statements **WILL NOT** be sent to the property owner or manager when a tenant is occupying a property. However, if the account becomes delinquent a notice **WILL BE** sent to the tenant **AND** property owner/manager.
- It is the responsibility of the property owner/manager to notify the District as soon as a tenant moves out or moves in to ensure appropriate billing to the correct party.
- Upon notification that a tenant is moving out, the utility billing will revert back to the property owner or manager and services will **NOT** be interrupted.

Please print clearly. Incomplete or illegible forms will not be accepted and will be returned.

**Please send completed form to**

**Email: [mthompson@starswd.com](mailto:mthompson@starswd.com) or Fax: 208-286-7361**



Phone: 208-286-7388  
Fax: 208-208-286-7361  
Website: www.starswd.com  
Email: mthompson@starswd.com

STAR SEWER & WATER DISTRICT  
UTILITY BILLING DIRECTIVE/RENTER'S FORM

SERVICE ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: ID ZIP: \_\_\_\_\_

TENANT(S) MOVE-IN DATE: \_\_\_\_\_

I hereby certify that I am the property owner/manager of the above-named property and that I hereby instruct Star Sewer & Water District to bill the following tenant(s) for all water and/or sewer services.

TENANT NAME(S): \_\_\_\_\_

TENANT MAILING ADDRESS(if different from service address): \_\_\_\_\_

TENANT PHONE NUMBER: \_\_\_\_\_ TENANT EMAIL: \_\_\_\_\_

*Owner/Manager Initials* \_\_\_\_\_ I do hereby acknowledge that I will remain responsible for unpaid account balances for water and sewer services as provided by the District's rules and regulations. If my tenant moves out and leaves a balance of any size, I understand that as the property owner/manager I will be responsible for payment of said debt.

*Owner/Manager Initials* \_\_\_\_\_ I will ensure that all balances prior to this tenant's move-in are paid and understand that any unpaid balances can/will result in late fees and/or service disconnection to the above-stated address.

*Owner/Manager Initials* \_\_\_\_\_ I understand that this utility billing account will remain in the "Property Owner" name and sent to the person named herein at my request. I will notify Star Sewer & Water District of vacancy or changes to the property.

*Owner/Manager Initials* \_\_\_\_\_ I acknowledge that I will not receive monthly statements for this account. If the account becomes delinquent, I will be sent a copy of each delinquency notice that is sent to the tenant. I further agree that any and all amounts due for water and sewer services shall constitute a lien on the real property which will secure the amounts due. Termination of service to the property will not release any lien for amounts due.

*Owner/Manager Initials* \_\_\_\_\_ I permit Star Sewer & Water District to release any information requested about this account to the aforementioned tenant during their tenancy. The information released may be, but is not limited to, the account balance, payment history, or delinquency status.

DO YOU AUTHORIZE STAR SEWER & WATER DISTRICT TO MAKE ARRANGEMENTS WITH THE TENANT TO EXTEND THE DUE DATE OF THEIR PAST DUE BILLS?

*Owner/Manager Initials* \_\_\_\_\_ YES      *Owner/Manager Initials* \_\_\_\_\_ NO

I do hereby certify that I am the owner or the duly authorized agent to make this request for the owner of the subject property receiving the service. By signing below, I further acknowledge that I have read, understand, and agree to the Terms and Conditions set forth above.

Please check either Owner or Property Manager:     Owner     Property Manager

Printed Name: \_\_\_\_\_ Company Name (if applicable): \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

I understand that by signing this document I acknowledge and agree to the above Terms of Acceptance.

Signature: \_\_\_\_\_