



# City of Lorain

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Date: \_\_\_\_\_

I would like a second utility bill sent to my tenant at the address listed below. I understand there is an \$8.50 annual fee for each individual address. I have enclosed this fee for the address listed below.

Service Address	Account number	Tenant number

Owner's Name: \_\_\_\_\_

Owner's Address: \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

The second bill will be addressed to "Tenant" and will be sent to the service address. This second bill will be sent out from January through December. In December, you can request this service again but there may be a price change for the following year. **Price is based on postal rates.**

**IN OFFICE USE ONLY**

- \_\_\_\_\_ INITIALS
- \_\_\_\_\_ NOTED ON ACCOUNT
- \_\_\_\_\_ PAID IN OFFICE
- \_\_\_\_\_ ADDED TO ACCOUNT
- \_\_\_\_\_ PAID BY OWNER
- \_\_\_\_\_ PAID BY TENANT

Second bill requests may be made by either the landlord or the tenant. The fee may be paid in the office or added to the utility bill. The request may be made by phone, mail, email, or in the office. At the time of the request, please verify the owner's mailing address. If the request is being made by phone, fill out the second bill form filling out the information based on the information provided by the caller.

Please note on each account under the heading "SECOND BILL":

1. Who requested second bill
2. Specify time period (for example: paid for 2017)
3. When or if renewed (for example: renewed for 2018, paid December 15th)

