



# City of Lorain

Requesters Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

I would like a second utility bill sent to my tenant at the address listed below. I understand there is an \$12.00 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 for 12 consecutive months. Renewals can be requested by phone, mail, or email. Fees are based on printing and postage fees and may change annually. 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, or email. At the time of the request, please verify the owner's mailing address.

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#### IN OFFICE USE ONLY

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