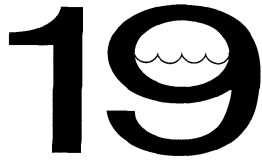


WATER DISTRICT



17630 100th Avenue S.W.
Post Office Box T
Vashon Island, Washington 98070
Phone: 206/463-9007 Fax: 206/463-1262
e-mail: water19@water19.com

DUPLICATE BILL AUTHORIZATION POLICY

Dear Property Owner,

Water District 19 is a municipal corporation, also known as a public utility. This means that water service charges are the responsibility of the property owner. For this reason, water service accounts at Water District 19 are maintained in the landowner's name and all billing statements and related communications are mailed to the landowner or owner's representative. Since a delinquent account not only accrues late charges and penalty fees, but may also prompt service termination and property lien, it is in the owner's best interest to maintain a well-informed position regarding payments and account balance.

We recognize that many landlords prefer the tenant to pay for the utility service they use. Therefore a landlord or owner's representative may request duplicate billing service and the District will then provide an additional **copy** of all billing statements to the specified tenant. A fee of \$5.00 per billing cycle will apply to accounts for this requested service.

It is important that the property owner notify District 19 in a timely fashion with the name of a new tenant and the date that the tenant took occupancy. To ensure that District 19 is made aware of these changes, we are now requesting that the owner fill out a Duplicate Billing Request Form for each tenant.

Please complete the enclosed form, if duplicate billing service is requested, and return to us promptly in the enclosed envelope.

Sincerely,

Water District 19