



Property Management Agreement (PMA) for Rental Property

PROPERTY INFORMATION

Property Address

Account #

Customer ID #

PROPERTY MANAGER INFORMATION

Name

Address

PRIMARY OWNER INFORMATION

Name

Date of Birth

Mailing Address

Email Address

Driver's License

Issuing State

Expires

Home Phone

Cellphone

ADDITIONAL OWNER INFORMATION (optional)

Name

Date of Birth

BY SIGNING BELOW, I SWEAR THAT I AM THE OWNER BY RECORD OF THE ABOVE-LISTED PROPERTY AND THAT I HAVE READ AND AGREE TO THE PROPERTY MANAGEMENT BILLING POLICIES FOR RENTAL PROPERTIES (SEE REVERSE SIDE OF FORM).

Signature _____ **Date** _____

SUBSCRIBED AND SWORN to before me this _____ day of _____, _____

NOTARY PUBLIC in and for _____

Residing at _____

My commission expires _____

This original form must be returned notarized or delivered in person with a copy of a valid government-issued identification that has a photograph and a verifiable signature for the primary property owner. A driver's license is preferred, but passports are also accepted.

If this form is incomplete or lacking owner verification, the requested changes will not be implemented. Consideration will not be given for balances or fees incurred due to a delay in submitting a completed form.

UTILITY BILLING POLICIES FOR RENTAL PROPERTIES

OWNER RESPONSIBILITY

The legal owner by record is responsible for the utility billing, fees, and penalties incurred at a property under Camas Municipal Code 13.44.015, even if incurred by a tenant. Any agreement the owner has with a tenant for the payment of utilities is a private agreement between the owner and tenant and does not relieve the owner from this responsibility.

The owner is responsible for ensuring tenants are aware of the City utilities provided to the property and the applicable billing and policies. Consideration will not be given for balances or fees incurred due to a tenant being unaware of City utilities or policy.

BILLING STATEMENTS

The City will now put utility bills in a residential tenant's name. The City will not prorate tenant bills. The City will not send bills to a residential tenant at any location other than the property address.

Commercial properties may also be listed under the tenant's names, and mailed to an address other than the property. Property owners are responsible for notifying the City upon tenant changes to ensure accurate and timely mailings to the new tenants. Consideration will not be given for balances or fees incurred due to a failure to provide updated information occurred.

Original copies of late notices are sent only to the address where bills are mailed. The property owner may request that statements go to either the tenant or a property manager, but **not both**. Duplicate copies of late notices are mailed to the property owner only and will not be mailed to a manager in lieu of an owner.

PROPERTY VACANCY AND FINAL BILLS

Owners are responsible for the billing status of their rental properties and should always check the status when a tenant is vacating. Delinquent penalties and service disconnection will be assessed for unpaid balances, even during periods of vacancy.

The City does not perform a meter read or pro-rate utility bills for tenants who are vacating a property. The owner is responsible for providing tenants with an estimated final bill and ensuring payment. Mail returned from a vacant property is not forwarded.

REMOVED PMA AGREEMENTS

This agreement can only be removed from an account at the request of the property owner. If this agreement is removed, a new form must be completed. The city will not reinstate a previous agreement that was removed.

LIMITATIONS

This form serves only as authorization from the owner for the City to send billing statements to a property manager as a courtesy, it does not grant the recipient rights to make changes to the utility billing account. If an owner wants to allow a property manager to make changes to service levels for a property, a separate request specifying the rights being granted is required.