



Marion County

OREGON

**BROOKS COMMUNITY
SERVICE DISTRICT**

**ADMINISTRATION/
OPERATIONS**
503-588-5084

GOVERNING BODY
503- 588-5212

**BOARD OF
COMMISSIONERS**
Sam Brentano
Janet Carlson
Patti Milne

Date

Name
address
city, state zip

RE: property

Dear :

The Brooks Community Sewer District bills user fees for sewer service in the District. The District policy is to bill the property owner because service is delivered to the property. However, you have requested that the District bill the tenant for these charges. This form is used to change the billing address from owner to tenant.

Tenant's signature on this form indicates the tenant understands he/she is responsible to pay the monthly sewer bills for the Brooks Community Sewer District.

Owner's signature on this form indicates the owner understands that the tenant will be billed for services, but if the tenant does not pay the bill, the owner will be held responsible for those billings, and a lien may be imposed on the property under ORS 454.225.

TENANT NAME/ADDRESS

OWNER NAME/ADDRESS

TENANT SIGNATURE

OWNER SIGNATURE

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