

Dear Rental Owner/Manager,

To confirm the recent telephone conversation regarding a request to send the garbage bill to the rental property address at _____, this option is available under the following conditions:

- 1.) You may have the bill mailed wherever you want; but please remember your name must be on the account and that you are the responsible party should the bill become delinquent. This will include any late fees, or reinstatement fees.
- 2.) All notices regarding the billing (including past due notices and stop service notices due to nonpayment) are mailed to wherever the bill is mailed. The City of Gresham does not require the haulers to send additional notices to the landlord.
- 3.) You will be responsible for any returned check fees written by your tenant or other parties making payments on the rental account if they do not pay them.
- 4.) If the rental property is sold or becomes vacant due to the renter moving out, you must notify our office in advance as to when you want the service stopped. Otherwise, charges on your account will continue until this office is notified.
- 5.) You have elected the following arrangement regarding extra bags or pickups. You will be held liable for these additional fees if we cannot collect from the tenant.
_____ No extras without prior approval from you.
_____ Extras allowed without approval from you.
- 6.) You must approve all service changes. The following access code _____ is required for you to make changes to the account.

Please call our office if you have any questions, or wish to change your elections in items 5 & 6. Sincerely,

Signature _____ Date _____

Print name _____ Phone # _____

Management co. name _____

Management co. address _____

Rockwood Solid Waste