



## DUPLICATE UTILITY BILLING FORM

Utility Account # \_\_\_\_\_

Service Address \_\_\_\_\_

The original bill will be mailed to the Owner's address below and a duplicate bill will be mailed to the Renter. "DUPLICATE BILL" will be printed on the Renter's bill.

The City now offers the ability to create an online water account which enables the user to make online water bill payments and set up recurring payments. If the Owner creates an online water account, the Renter will be blocked from creating an online account, but will be able to make one time payments online at any time.

If the Owner does not create an online water account, the Renter has the ability to create an online water account and set up recurring payments. If the Renter chooses to set up recurring payments it is the **responsibility of the Renter** to delete any online payment information once they leave the property. If they **Do Not** remove their payment information it may result in future bills being deducted from their account.

**By signing below the Owner and Renter understand and agree to their responsibilities:**

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### OWNER INFORMATION

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone Number \_\_\_\_\_

**Owner Signature:** \_\_\_\_\_  
(Signature required to implement duplicate billing)

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### RENTER INFORMATION

Move In Date: \_\_\_\_\_

Name(s) \_\_\_\_\_

Mailing Address \_\_\_\_\_  
(if different than service address)

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

**Renter(s) Signature** \_\_\_\_\_  
(Signature required to implement duplicate billing)

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Return to: City of Lake Forest  
800 N Field Dr  
Lake Forest, IL 60045

Or E-mail to [hartnets@cityoflakeforest.com](mailto:hartnets@cityoflakeforest.com)