

**APPLICATION FOR THIRD-PARTY NOTIFICATION  
OF UTILITY BILLING NOTICES**

The City of Portage has the ability to send duplicate notices of utility billing mailings to homeowner/landlords. The city can send duplicates of either original bills and/or delinquent notices (including shut-off notices). This is a free service that will be effective upon receipt of this completed form by the Treasury Division of the Finance Department.

Please be aware that you will need to notify the Treasury Office if you sell the home in order for this third party-notification to be cancelled.

UTILITY SERVICE ADDRESS \_\_\_\_\_

OWNER NAME \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

CITY, STATE AND ZIP \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

DRIVERS LICENSE # \_\_\_\_\_

THIRD PARTY TYPE: (check only one)  Property Owner  Property Manager  
Other (please identify): \_\_\_\_\_

What notification would you like to receive? (check all that apply)

Original billings  Delinquent notices (including shut off notices)

I want to sign up Third-Party Notification for Utility Billing Charges and understand that I will need to cancel this when I am no longer the property owner/landlord.

Signed \_\_\_\_\_

Printed name: \_\_\_\_\_

**Treasury Staff only:**

Location ID \_\_\_\_\_

Processed by & date \_\_\_\_\_

Checked by & date \_\_\_\_\_