

Fripp Island Public Service District
291 Tarpon Boulevard
Fripp Island, SC 29920

Phone (843) 838-2400
Fax (843) 838-4900

**Owner Authorization to Add Long-term Renter, Lessee, or
Property Manager Name to Water/Sewer Account**

Fripp Island Public Service District policy states that the District will not create a water/sewer service account in the name of a long-term renter, lessee, or property manager and that the owner of a property will be held fully responsible for all service charges for that location. This authorization does not negate the owner's responsibility.

This authorization should be completed by the **owner** of a property if he/she would like the water/sewer bills for his/her account to be mailed to a long-term renter, lessee, or property manager at the service location or another mailing address. **AUTHORIZATION FORM MUST BE SIGNED BY THE INDIVIDUAL WHOSE NAME APPEARS ON THE WATER/SEWER ACCOUNT.**

Service Location: _____

Account Number: _____

I, _____ (*print name*), as lawful owner of the property and associated water/sewer account listed above, hereby authorize the Fripp Island Public Service District to add the name(s) listed below to my water/sewer service account and to mail future invoices for my account to the alternate address provided until such time as I revoke this authorization in writing. I understand that I, as owner of the aforementioned property, will be held fully responsible for all charges on my account, including, but not limited to, unpaid balances, penalties, non-payment fees and reconnection fees. I agree to notify the District immediately upon any change in occupancy or ownership.

Name(s) _____

Note: No more than two names may be added to an account.

Alternate Mailing Address _____

Effective Date of Change _____

Owner Signature _____

Date _____

IMPORTANT NOTICE TO OWNER: This form authorizes your long-term renter, lessee, or property manager to receive the water/sewer service invoices for your account during the lease or rental term, and authorizes District representatives to communicate with your renter, lessee, or property manager regarding your water/sewer account. On the effective date of change, the District will begin mailing water/sewer service invoices for your account to the address listed above, in care of the name(s) listed above. A new account will **not** be created and it is the owner's responsibility to prorate service charges if a lease or rental term begins or ends within a regular billing cycle. You may request a courtesy water meter reading to assist you in this calculation. When deciding on the Effective Date of Change, please keep in mind that the District bills in arrears for water and sewer service and invoices are calculated and mailed at the end of the quarterly billing cycle.