

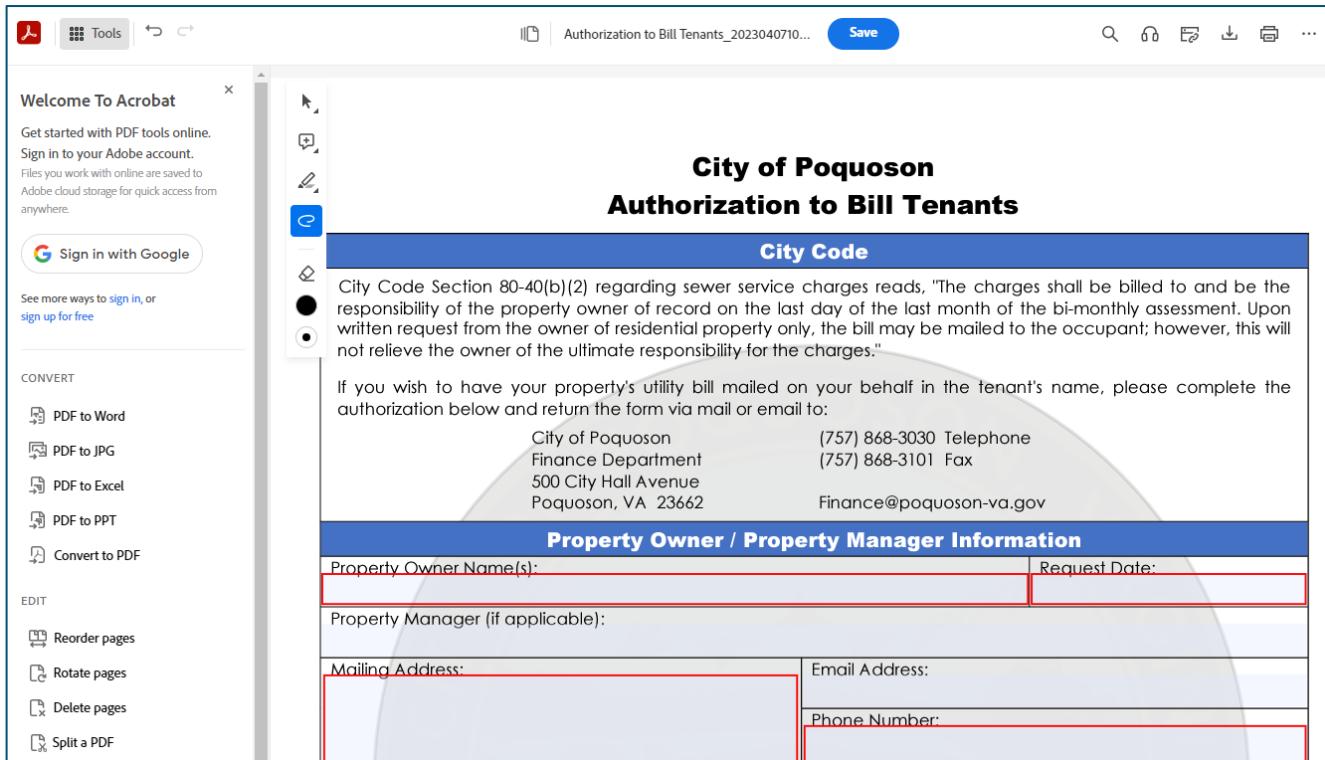
# How to Sign the Authorization to Bill Tenants Form Online

The bottom of the form requires the homeowner's signature. This form can be printed, signed, and mailed back to the Finance Department, or signed, downloaded, and emailed back.

Adobe Acrobat forms appear differently on various computers. Please use [Option 1](#) or [Option 2](#) of these instructions based on how the form appears on your computer.

## Option 1

If the form appears like the image below, follow these instructions. Otherwise, see [Option 2](#) below.



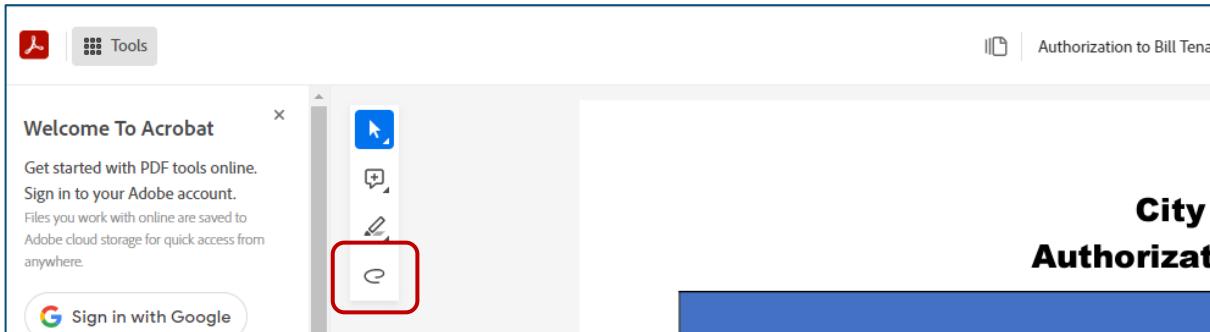
The screenshot shows the Adobe Acrobat interface with the following details:

- Left Sidebar:** Welcome To Acrobat, Tools, Convert (PDF to Word, PDF to JPG, PDF to Excel, PDF to PPT, Convert to PDF), Edit (Reorder pages, Rotate pages, Delete pages, Split a PDF).
- Top Bar:** Save, Search, Print, etc.
- Form Title:** City of Poquoson Authorization to Bill Tenants
- City Code Section:** City Code Section 80-40(b)(2) regarding sewer service charges reads, "The charges shall be billed to and be the responsibility of the property owner of record on the last day of the last month of the bi-monthly assessment. Upon written request from the owner of residential property only, the bill may be mailed to the occupant; however, this will not relieve the owner of the ultimate responsibility for the charges."
- Instructions:** If you wish to have your property's utility bill mailed on your behalf in the tenant's name, please complete the authorization below and return the form via mail or email to:
- Address:** City of Poquoson, Finance Department, 500 City Hall Avenue, Poquoson, VA 23662
- Contact:** (757) 868-3030 Telephone, (757) 868-3101 Fax, Finance@poquoson-va.gov
- Property Owner / Property Manager Information:**

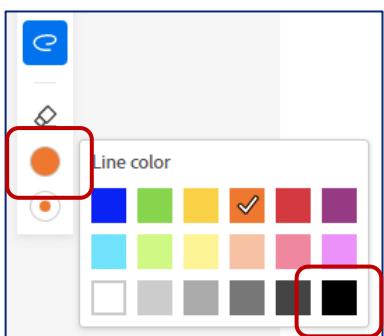
Property Owner Name(s):	Request Date:
Property Manager (if applicable):	
Mailing Address:	Email Address:
	Phone Number:

Fill in all of the applicable fields.

To sign this document online, select the *Draw Freehand* button



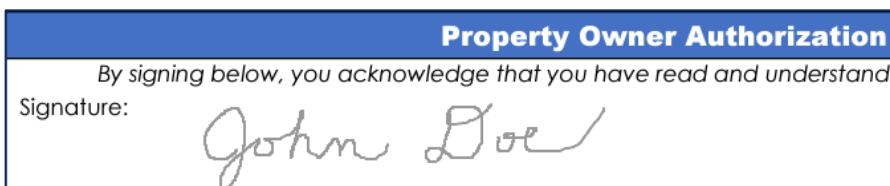
If desired, change the color ink of the freehand tool



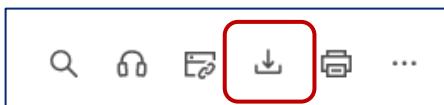
The line thickness can also be changed. 1 pt is similar to writing with a pen or pencil.



The cursor will look like a pencil. Using the mouse, sign in the signature box on the bottom of the form.



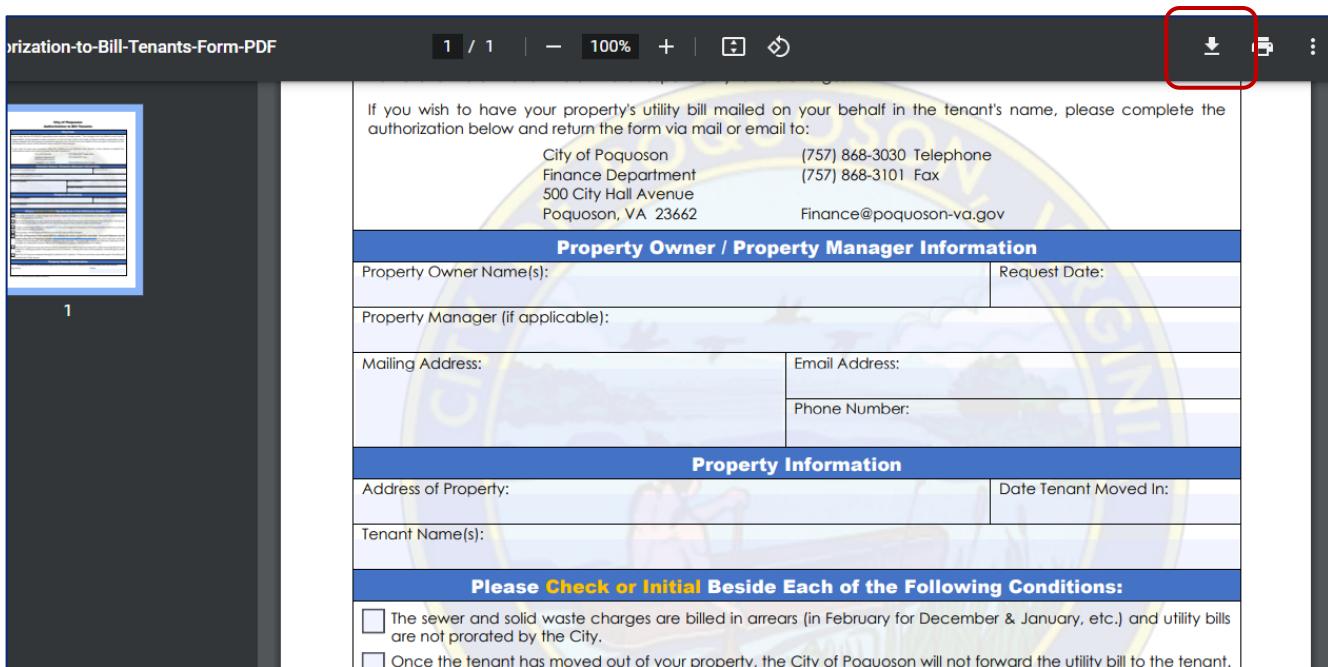
Download the completed form (*making note of where the document gets saved to*).



Email the completed, signed form to the City of Poquoson Finance Department –  
[Finance@poquoson-va.gov](mailto:Finance@poquoson-va.gov)

## Option 2

If the form appears like the image below, download the form (*making note of where the document gets saved to*).



Authorization-to-Bill-Tenants-Form-PDF

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If you wish to have your property's utility bill mailed on your behalf in the tenant's name, please complete the authorization below and return the form via mail or email to:

City of Poquoson (757) 868-3030 Telephone  
Finance Department (757) 868-3101 Fax  
500 City Hall Avenue  
Poquoson, VA 23662  
Finance@poquoson-va.gov

**Property Owner / Property Manager Information**

Property Owner Name(s):	Request Date:
Property Manager (if applicable):	
Mailing Address:	Email Address:
	Phone Number:

**Property Information**

Address of Property:	Date Tenant Moved In:
Tenant Name(s):	

**Please Check or Initial Beside Each of the Following Conditions:**

The sewer and solid waste charges are billed in arrears (in February for December & January, etc.) and utility bills are not prorated by the City.

Once the tenant has moved out of your property, the City of Poquoson will not forward the utility bill to the tenant.

Open the form from the downloaded location. The Adobe signature field should appear on the downloaded form. You may be prompted to create a digital signature if you have not already done so.

Fill in all of the applicable fields.

Email the completed, signed form to the City of Poquoson Finance Department –  
[Finance@poquoson-va.gov](mailto:Finance@poquoson-va.gov)

If neither of these options work, please print the form, sign manually, and return the form via scanning and emailing, or the US Postal Service. If you don't have a printer and a physical copy of the form is needed, please contact the Finance Department. They will be happy to provide you with a form.