

# 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 'City of Poquoson Authorization to Bill Tenants' form open. The form is titled 'City of Poquoson Authorization to Bill Tenants' and includes a 'City Code' section. The 'City Code' section contains text regarding sewer service charges and a request for authorization. Below this, there is a section for 'Property Owner / Property Manager Information' which includes fields for 'Property Owner Name(s)', 'Request Date', 'Property Manager (if applicable)', 'Mailing Address', 'Email Address', and 'Phone Number'. The form is displayed in a way that allows for online signing and saving.

**Welcome To Acrobat**  
Get started with PDF tools online.  
Sign in to your Adobe account.  
Files you work with online are saved to Adobe cloud storage for quick access from anywhere.  
[Sign in with Google](#)  
See more ways to [sign in](#), or [sign up for free](#)

**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

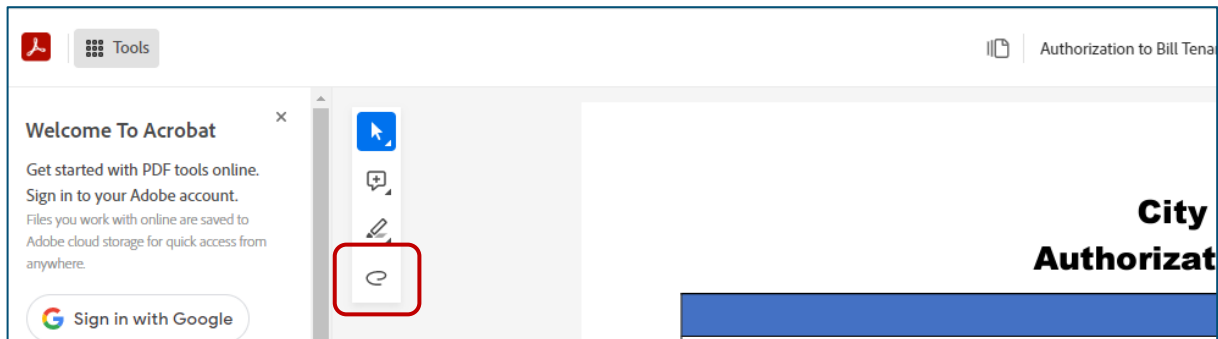
**City of Poquoson  
Authorization to Bill Tenants**

**City Code**  
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."  
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

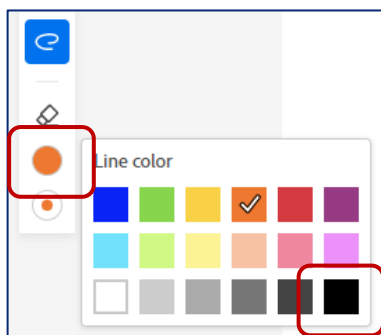
**Property Owner / Property Manager Information**  
Property Owner Name(s): Request Date:  
Property Manager (if applicable):  
Mailing Address: Email Address:  
Phone Number:

Fill in all of the applicable fields.

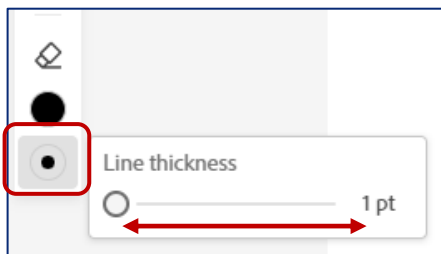
To sign this document online, select the *Draw Freehand* button




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.

Property Owner Authorization	
By signing below, you acknowledge that you have read and understand	
Signature:	

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 1 / 1 100% [Download] [Print] [Zoom]

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.