

Cancel Tenant Authorization

If you wish to cancel the current tenant authorization on file, notification of cancellation is required in writing from the property owner or the tenant. Removing the tenant from the account automatically sets the owner to receive the invoice.

Important Information:

- It is the responsibility of the property owner to make sure the account is paid in full.
- The City of Vernon does not provide interim billing for utilities when tenancy changes.
- Any outstanding utility amount, including dishonored payment fees, not paid by December 31 each year will be transferred to the property owner's tax account.

Effective Date: _____ Account # (optional): _____

Tenant's Name: _____

Owner's Name: _____

Property Address: _____

Home Phone: _____ Cell Phone: _____

Please check which applies to you:

Tenant

Property Owner

Signature of Signing Authority: _____ Date: _____

Print Name: _____

Note: If the account is in a company name, please provide documentation showing proof of ownership for the person signing on behalf of the company.

