

Designated Agent Form

Request to send all Future Bills, Notices, and/or other Utility Communications to the below Named Designated Agent.

I, the owner, or authorized co-owner of the property owned by multiple owners, or duly authorized officer, or member of the owner, who does by signing and delivery of this request to the Lower Allen Township direct, that effective upon receipt of this request, Lower Allen Township to mail all future bills, notices, or other communication to the below listed Management Company.

Account Information:	
Utility Account Number	
Service Address	
Owner's Full Name	
Owner's Business Name	
Owner's Mailing Address	
Owner's Phone Number	
Management Company Information:	
Designated Agent or Agency	
Contact Person	
Mailing Address	
Phone Number	
Contact Email	

If more than one account is impacted, please attach a spreadsheet identifying each account.

I understand that it is Owner's responsibility to notify the Lower Allen Township in writing when the above authorization is no longer in effect.

I understand that by delivering this request, the Designated Agent will be the only party to receive utility bills, notices, or correspondence from Lower Allen Township unless and until the account becomes in delinquent status in which event both the designated agent and the titled owner would be sent such notices.

Property Owner's Signature

Date

Returned completed form to utilitybilling@latwp.org
Forms missing information will delay processing