



City of Molalla

Updated July 1, 2024

117 N Molalla Avenue | PO Box 248, Molalla, Oregon 97038

Phone: (503) 829-6855 | Fax: (503) 829-3676

Water & Sewer Utility Landlord Application

Service Address: _____ Start Date: _____

Application by Owner to Authorize Owner's Representative (REQUIRED):

Name(s): _____

Mailing Address: _____
Street/PO Box City State Zip Code

Phone No.: _____ (Home) _____ (Cell)

Email: _____

I/We hereby authorize the below property manager to either make application for, or acknowledge the application by our tenant(s) for use of the City Water and Sewer Facilities, and agree to comply with all rules and regulations of the City Ordinances and ORS regarding water & sewer service while this agreement continues. I/We certify that I/We are the owner(s) of the service address listed above, and I/we are authorized to sign this agreement on behalf of the owner(s). I will notify the City immediately when/if this account status changes. In consideration for the services provided, I/we agree/consent to the City transferring any claim for delinquencies against our tenants to the owner(s), and I/we agree for the owner(s) to assume responsibility for any such delinquent utility bills. I/we understand that all unpaid charges may be sent to a private collection agency and will be treated as a lien against the property located at the service address. I/We understand that the City of Molalla is an equal opportunity provider.

Signature _____ Date: _____

Signature _____ Date: _____

Application by Authorized Owner's Representative:

☐ Property Management Company Company Name: _____

Contact Name: _____

Federal Tax ID: _____ OR Last 4 SSN: _____

Mailing Address: _____
Street/PO Box City State Zip Code

Phone No.: _____ (Home) _____ (Cell)

Email: _____

I/We, hereby acknowledge being the authorized owner's representative for the above property.

Signature _____ Date: _____

Signature _____ Date: _____

Please Use the Following Information for the Landlord Utility Account:

☐ Property Management Company

☐ Owner

Office Use Only

Photo ID Checked: Owner _____ Property Manager _____ Renter: _____ Date: _____

Deposit Amount: _____ Changeover: _____ Receipt Number: _____ Account No. _____

Other Information*

Molalla Municipal Code 13.04.070 requires a written application for water service. All applications shall include signature of person/persons responsible for the bill at the requested address, a current address where all bills shall be sent, and additional data to secure any accrued water/sewer debts.

Molalla Municipal Codes 13.04.200 and 13.08.360 require a deposit and establishment of credit. This deposit shall not be applied to water/sewer bills as payment. The deposit is refundable upon termination of service and can be applied at that time or after 1 year of current monthly payments.

Molalla Municipal Code, Chapter 13, can be found online at www.cityofmolalla.com in its entirety.

Tampering/Obstruction of Meter: Any tampering of or unauthorized access to the water meter is subject to additional fees and fines. As water meters are property of the City, City personnel must have access to meters at all times. Please contact the City should you need the water turned on or shut off at the main meter. Customers are NOT to turn on or off the water meter at any time. Often times there is a customer shut off valve on the property. The City does not know where the customer valve is located.

Payment options: The City accepts cash, check, money order & debit/credit cards. Payments can be made online by card or e-check at www.xpressbillpay.com, by phone at 1-866-399-8703, in person during business hours, by mail, or by depositing a check or money order in the drop box outside City Hall.

All charges for water and sewer service will be due and payable monthly on the date of mailing, and become delinquent on the sixteenth (16th) day thereafter.

Basic Current Rates*

- Sewer base: \$55.94 per EDU (Equivalent Dwelling Unit) per month.
- Sewer usage: Fixed fee shall be based on a rate per equivalent dwelling unit (EDU) of \$5.95 per month. The variable fee shall be based on the per hundred cubic feet (CF) of winter average water consumption which comes out to \$5.95.
- Water meter: \$15.54 for 3/4" line per month (see fee schedule for other meter sizes).
- Water usage: Billed on consumption at \$3.57 per 100 cubic feet (0 - 500 cubic feet), \$3.93 per 100 cubic feet (501 -1000 cubic feet), \$4.46 per 100 cubic feet (over 1000 cubic feet) billed every month.
- Outside the City limits shall be 150% of the rates.
- These rates are adjusted annually on July 1, based on the published values by the Bureau of Labor Statistics Portland-Salem for all Urban Consumers (CPI-U) as per Molalla Municipal Code 13.04.
- See fee schedule for other rates.

Basic Fees/Deposits*

- Sewer deposit \$50.00 (Residential & Commercial) *refundable*.
- Water deposit \$50.00 (Residential & Commercial) *refundable*.
- Shut Off/Reconnect Fee \$50.00 (fee for water service that has been terminated for failure to respond to the termination notice and then restored after payment).
- Late Fee \$15.00 (defined as all accounts with a balance of greater than \$5.00 as of 12:00 am Pacific Time on the first business day after the 15th of the month).
- Storm Drain Fee \$4.78 per month per EDU of impervious surface.

**** Rates, fees & policies are subject to change. Current information available on our website at www.cityofmolalla.com or upon request at City Hall.***