

Property Management Form

Date



Water/Sewer Billing Office

Monday-Friday
8:00 a.m.- 4:30 p.m.

301-645-0624 • 301-870-2542

Fax: 301-885-1313

E-mail:

wsbilling@charlescounty.org

Mailing Address

Charles County Government,
Water/Sewer Billing
P.O. Box 2150
La Plata, MD 20646

Payment Centers

Government Satellite Center
3670 Leonardtown Rd, Waldorf

Treasurer's Office

Government Building
200 Baltimore St, La Plata

Night deposit boxes are
available at each location.

Payment by Web

www.charlescounty.org/pay/

Payment by Phone

1-866-692-6828

There is a handling fee if
paying by phone or web.

Visit us online at
www.charlescounty.org

Maryland Relay Service: 711
TDD: 1-800-735-2258

Owner Name

Address

E-Mail

Phone #

Account #

Property Information

Address

Property Management Information

Name

Eff. Date

Address

E-Mail

Phone #

As **OWNER** of the above referenced property, I authorize the Department of Fiscal & Administrative Services to mail all correspondence pertaining to the above-mentioned property to the property management company. I realize that as Owner of this property I am responsible for any bill incurred by this property and must pay such if the property management should default.

I understand that the property management will be notified in the event that (1) a leak test is requested, (2) the tenant requests a final meter reading (3) the tenant does not pay an invoice within thirty days. I also understand that a lien may be placed on this property in the event that an invoice remains delinquent for 40 days and that the property management will receive notice of such lien after it has been properly recorded by the Circuit Court of Charles County. I agree to immediately notify the Charles County Billing Office of any change in status of property.

Signature of Owner

Date

Signature of Property Management

Date

If signed by other than the owner, you must submit a Power of Attorney.
(Please sign and return this form to the Billing Office for processing)