

CITY OF FRAMINGHAM  
DEPARTMENT OF PUBLIC WORKS  
ADMINISTRATION AND FINANCE DIVISION

*“Dedicated to  
Excellence  
In Public  
Service”*

PETER A. SELLERS  
EXECUTIVE DIRECTOR | FDPW  
PAUL G. BARDEN  
DEPUTY DIRECTOR | FDPW  
DIANE M. CONNER  
ASSISTANT DIRECTOR | FDPW

**Billing Information Change  
To Add Tenant Courtesy Bill**

Date: \_\_\_\_\_

Account Number: \_\_\_\_\_

Please process the following request to add tenant(s) to water and sewer billing account for:

Property Location: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Please send a copy of the bill to the tenant(s) at the property:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Effective Date: \_\_\_\_\_

The owner will still receive the original bill and the tenant will receive a courtesy bill which they can pay the balance by mail or in person to the Treasurer's office. It is our policy that the owner of the property receives the water and sewer bills to stay informed of the account balance status.

Owner's Signature: \_\_\_\_\_

\*\*Accounts must be listed in owner's name per Assessor's database\*\*

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For Office Use Only:

Date Processed: \_\_\_\_\_ Initials: \_\_\_\_\_

\*\*\*\*Add tenant information to tenant field in Edifice and set up to receive courtesy statement.\*\*\*\*