



Duplicate Bill Request/Removal Form

Phone: (239) 252-2380
Fax: (239) 252-6699
Email: utilitybill@colliercountyfl.gov

Date of Request:

Account Number:

Service Location Address:

WHERE DO WE SEND YOUR BILL ?

Select One: Owner Only Tenant Only BOTH Owner & Tenant*

***The owner of record will continue to receive a monthly water/sewer bill per county ordinance. A \$1.00 duplicate bill fee will be applied to the account each month.**

PROPERTY OWNER INFORMATION

Owner of Record Printed Name:

Owner Mailing Address

Owner City/Town:

State:

Zip:

Owner Phone Number: Primary:

Secondary:

Owner Email Address:

**AS STIPULATED IN THE COUNTY WATER-SEWER DISTRICT UNIFORM BILLING, OPERATING AND REGULATORY STANDARDS
[ORDINANCE NO. 2013 - 44](#)**

As the owner of above property; I acknowledge, understand and accept that should my tenant default on any payments, I, as the deeded owner, remain legally responsible for any delinquent amounts incurred on the account, and all relevant Water-Sewer District regulations. In no way do I hold Collier County Utility Billing responsible for any monies owed on this account, with respect to my tenant's actions.

Owner of Record Signature:

(This request will not be processed unless signed by the property owner of record)

TENANT INFORMATION

Select One: Add Tenant Remove Tenant Change Tenant (New Tenant)

Tenant Name:

Tenant Mailing Address

Tenant City:

State:

Zip:

Tenant Phone Number: Primary:

Secondary:

Tenant Email Address:

FORM SUBMITTAL OPTIONS

Please submit **SIGNED** request form via:

EMAIL: Utilitybill@colliercountyfl.gov

FAX: 239-252-6699

POSTAL: Utility Billing & Customer Service
C/O Customer Service
4420 Mercantile Ave
Naples, FL 34104

***Property owners are reminded to promptly advise Utility Billing and Customer Service if the property is occupied by a tenant and that a monthly duplicate bill fee may be applied to the account. Property owners are further reminded that when a tenant fails to make a monthly bill payment it becomes the responsibility of the owner. Also that it is the owner's responsibility to ensure that tenants cancel any payment arrangements with the utility when their tenancy ends, any overpayments must be resolved between the owner and tenant.