



Dear Property Owner:

The city of New Hope implemented an ordinance change for rental properties in 2012. As the owner of a property, you will receive the monthly bill for the property that you own and the account will stay in the owner's name unless the property sells. The information will be verified by Hennepin County Property data records. You have the option for your tenant, accounts payable, or property management company to receive a duplicate copy of the bill each month. You must make the request in writing. Only one duplicate copy can be requested. The form is attached.

There will be an additional charge of one dollar (\$1) for each duplicate copy requested.

With this city ordinance change you, as the owner, will know the amounts owing on your property. Additionally, you will be able to collect the amounts owing when renter's fail to make payments.

As you should know, any delinquent utility bills left unpaid are certified to the property taxes once a year. The process begins in June, and the amount is certified to the taxes on December 1 of each year.

The city of New Hope does not turn off water to a residence for unpaid utilities.

Please advise your renters or accounts payable ahead of time that they are **not** able to sign up to receive their utility bill online, only owners have that ability.

If you have any questions, please call the utility billing department at 763-592-6760.

Thank you for your patience and cooperation in this matter.

Sincerely,

Carissa Hoyt
Utility Billing/Special Assessments

City of New Hope Public Works, 5500 International Pkwy, New Hope, MN 55428-3606
Direct: (763) 592-6760 Email: utilitybilling@newhopemn.us



Duplicate Utility Bill Request

I _____ (Property owner's name), the owner
of _____
(address) (account number)

New Hope, MN request that a duplicate copy of the utility bill be sent on a monthly basis. I understand that a monthly fee of one dollar (\$1) will be charged to my account each month.

The duplicate utility bill and fee may be cancelled at any time by submitting a written request. A new form will need to be completed for each new tenant.

(Property owner's signature)

(Date)

(Property owner's mailing address where original bill will be sent)

(Property owner's contact phone number)

Name of person or company receiving duplicate bill

Duplicate bill mailing address if other than New Hope property address

**This form can be dropped off at or mailed to:
City of New Hope Public Works, 5500 International Pkwy, New Hope, MN 55428-3606
Fax: (763) 592-6776 Email: utilitybilling@newhopemn.gov