

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@charlescountymd.gov

Mailing AddressCharles County Government,
Water/Sewer Billing
P.O. Box 1630
La Plata, MD 20646**Payment Centers**Government Satellite Center
3670 Leonardtown Rd, Waldorf**Treasurer's Office**Government Building
200 Baltimore St, La PlataNight deposit boxes are
available at each location.**Payment by Web**

www.charlescountymd.gov/pay

Payment by Phone

1-866-477-8742

There is a handling fee if
paying by phone or web.Visit us online at
www.charlescountymd.govMaryland 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 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)