

TO: PROPERTY OWNERS IN MOON TOWNSHIP
FROM: WILLIAM D. ADAMIAK, CONTROLLER
RE: DUPLICATE BILLS TO TENANTS

The Moon Township Municipal Authority (MTMA) has received requests from property owners asking that a duplicate utility bill be sent to their tenant(s). The MTMA's utility billing program can accommodate this request. The original bill and subsequent delinquent notices will continue to be sent to you, the property owner, with a bill marked "Resident" sent to the tenant at the service address. Property owners who wish to have a duplicate sent to their respective tenants MUST notify the MTMA of their wishes regarding a duplicate bill. Only owners who have made this request will have a duplicate sent to their tenant. The property owner remains ultimately responsible to pay delinquent balances.

If you wish your tenant to receive a duplicate bill, please complete the enclosed form and fax to (412) 262-9482 or mail to:

MOON TOWNSHIP MUNICIPAL AUTHORITY
1700 BEAVER GRADE ROAD, SUITE 200
MOON TOWNSHIP, PA 15108

If you have any questions or require further information, please feel free to call our office at (412) 264-4300.

I authorize the Moon Township Municipal Authority to send a duplicate bill to my tenant; however, I realize it is my responsibility to pay if the account becomes delinquent.

ACCOUNT NO. SERVICE ADDRESS

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Owner Signature: _____

Date: _____

Please note if you have multiple accounts, please list each account number and corresponding service address.