Charles County Government • Fiscal & Administrative Services
Property Management Form

Date	

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)

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 Address
Charles 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 Plata

Night 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.gov

Maryland Relay Service: 711
TDD: 1-800-735-2258