



DUPLICATE UTILITY BILLING FORM

Utility Account # _____

Service Address _____

The original bill will be mailed to the Owner's address below and a duplicate bill will be mailed to the Renter. **"DUPLICATE BILL" will be printed on the Renter's copy of the bill.**

The City offers an online utility billing customer portal, www.invoicecloud.com/lakeforestil. "Registering" the account online enables the user to view bills, make online payments and set up AutoPay. If the Owner registers the account in the online portal, the Renter is blocked from registering the same account in the online portal, but will be able to "Pay Now" online at any time.

If the Owner does not register the account online, and the Renter chooses to register the account online, the Owner is blocked from the online account. If the Renter chooses to set up Automatic payments, it is the **responsibility of the Renter** to delete any online payment information once they leave the property. If the renter does not remove their payment information when moving out, it may result in future bill payments being deducted from their account. **Please note**, the Paperless billing option will prevent the other party from receiving their paper copy of the bills.

By signing below, the Owner and Renter understand and agree to their responsibilities:

OWNER INFORMATION

Name: _____

Mailing Address: _____

Phone Number: _____ Email: _____

Owner Signature: _____
(Signature required to implement duplicate billing)

RENTER INFORMATION

Move In Date: _____

Name(s): _____

Mailing Address: _____
(If different than service address)

Phone Number: _____ Email: _____

Renter(s) Signature: _____
(Signature required to implement duplicate billing)

Return to: City of Lake Forest
800 N Field Dr
Lake Forest, IL 60045

Or Email: hartnets@cityoflakeforest.com