



**Development Services Office**  
 700 Fifth Ave, Suite 2748 | PO Box 34018  
 Seattle, WA 98124-4996  
 (206) 684-3333 | [SPUWaterAvailability@seattle.gov](mailto:SPUWaterAvailability@seattle.gov)

**LATECOMER AGREEMENT  
 NEW ASSIGNMENT CONTACT**

**INSTRUCTIONS:** Every Latecomer Agreement owner must update their contact information with Seattle Public Utilities every two years to maintain the terms of the Contract (RCW [35.91.020](#)).

Use this form to assign rights and responsibilities of the beneficiary of an existing Latecomer Agreement to a new entity. If you need to maintain or update your current beneficiary information, use the [Latecomer Agreement Contact Information Form](#).

**SUBMIT YOUR INFORMATION:** Use one of the following options:

Email: Send **signed** pdf application to: [SPUWaterAvailability@seattle.gov](mailto:SPUWaterAvailability@seattle.gov)

Mail: Mail **signed** application to Development Services Office, Seattle Public Utilities, PO Box 34018, Seattle, WA 98124

<b>LATECOMER AGREEMENT NUMBER:</b>	
<b>PROJECT ADDRESS(ES):</b>	
<b>TAX PARCEL NUMBER(S):</b>	

**CURRENT BENEFICIARY INFORMATION**

	<b>CURRENT BENEFICIARY</b>
<b>Company</b>	
<b>Name</b>	
<b>Mailing Address</b>	
<b>Telephone</b>	
<b>Email</b>	

I state that I am either the legal owner of the Latecomer Agreement referenced above or an authorized agent of the owner. I state that my intent is to relinquish my interest in the same Latecomer Agreement and assign all rights and responsibilities to a new beneficiary named below.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Relationship to Financially Responsible Party

**NEW BENEFICIARY INFORMATION**

Send completed W9 to [spuacctspayable@seattle.gov](mailto:spuacctspayable@seattle.gov)

	<b>NEW BENEFICIARY</b>
<b>Company</b>	
<b>Name</b>	
<b>Mailing Address</b>	
<b>Telephone</b>	
<b>Email</b>	

I state that I am either the recipient of the legal ownership of the Latecomer Agreement described above or an authorized agent of the owner. I state that I understand the terms of the contract I am inheriting, and that I must update Seattle Public Utilities records of our contact information every two years to be in compliance with the contract.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Relationship to Financially Responsible Party