



TELEPHONE: 303-681-2050  
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### Account Transfer Request

#### Property Owner Information

Date of Request: \_\_\_\_\_

Requesting Party\*: \_\_\_\_\_

Account #: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

\*must be listed as owner on current account      Please check one: **Residential** \_\_\_\_\_ **Commercial** \_\_\_\_\_

#### Renter Information

Name: \_\_\_\_\_

Address : \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Requested transfer date: \_\_\_\_\_

The District must receive a \$300.00 deposit from renter before the account will be transferred into the renters name.  
 The owner will be charged \$50.00 for the final meter reading which will be taken on the date of transfer.  
 Following the transfer, the District will bill the renter listed above. However, the property owner is responsible for any balances exceeding the deposit amount which are left outstanding when a renter vacates the property. The District will not continue to try and collect from a renter for an outstanding balance after they have vacated the property.  
 The property owner is required to contact the District to get the billing transferred back into their name when the renter vacates. If the renter does not take possession it is the property owners responsibility to contact the District 2 (two) working days prior to the transfer date listed above.

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Date

#### District Approval

Approved By: \_\_\_\_\_

Date Received: \_\_\_\_\_