



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: _____