



RENTER AGREEMENT

The property owner requests that the water bill for the following service address be transferred into their tenant's name.

Service Address: _____

List all units associated with the account (metered through the same water meter – ADU's, apartment units, offices, etc...). Water usage for units metered through the same meter cannot be billed separately. The tenant on the account is responsible for the entire bill.

Month to Start Service: _____

Tenants will be billed by billing cycle (the 26th of the previous month to the 26th of the current month), rather than by move-in/move-out dates. For example, a tenant moving in June 1st would be billed for the June billing cycle, May 26th - June 26th. Tenants and property owners are encouraged to work out payment for any days between the actual move-in/move-out dates and the billing cycle dates.

Property Owner: _____ Account Number: _____

Owner's Mailing Address: _____

Owner's Phone Number(s): _____

Owner's Email Address: _____

Property Manager: _____ Phone Number: _____

Property Manager Email Address: _____

As owner of the property listed above, I understand that I am ultimately responsible for all water charges incurred and not paid by my tenant. I understand that any unpaid balance on the account will be billed to me, and that a new account will not be started for the tenant listed above until a completed Renter Agreement form has been returned to the Utility Clerk and the remaining balance on any previous accounts has been paid.

Property Owner Signature

Date

Tenant's Name: _____

Tenant's Mailing Address: _____

Tenant's Phone Number: _____

Tenant's Email Address: _____

As the tenant for the property listed above, I understand that I am responsible for payment of the water bill for the service address(es) listed above, starting with the billing cycle stated above, and subject to late fees and possible water shut-off if the bill is not paid (see Buena Vista Municipal Code Sec. 13-83 and Sec.13-103 (e), for details).

Tenant Signature

Date

Contact Water Billing at 719-581-1018 or 719-395-8643 with questions.

For Town Use Only

New Account Number: _____ **Account Start Date:** _____

Last Reading: _____ **Current Balance Due:** _____

Landlord Account Created: _____ **Updated Spreadsheet:** _____

Comments: _____
