



EVERGREEN  
METROPOLITAN  
DISTRICT

Water & Wastewater  
P.O. Box 3819  
Evergreen, CO 80437  
(303) 674-4112 Fax (303) 674-7267

## NOTICE TO PROPERTY OWNERS/AGENTS

**As of January 1, 2010 we will be charging a \$25.00 Name Transfer Fee.**

All services are billed to a specific property rather than to the occupant of the property. Services rendered to the property constitute a perpetual lien against the property. It is the policy of the District to mail bills to the owner of the property. By signing below, the property owner may authorize the District to mail bills to a tenant or a property manager/agent of the property; however, the account shall remain in the name of the property owner and the owner shall remain responsible for payment of all charges incurred. After authorization by the property owner to property manager/agent, then the property manager/agent will have authorization to act on behalf of the owner. Please be aware as owner/manager of a property, when having bills mailed to someone other than you, collection problems may occur. In the event that an account reaches a 60-day status, which constitutes a notice of disconnection of service, the owner/agent will receive a copy of such notification also.

Upon the disconnection of service to this property (due to non-payment of services) for which the property owner/agent has authorized the District to mail the monthly bill to the tenant, the District will remove the tenant from the billing on that account. At this time, the owner/tenant privilege will be revoked and future bills will be sent to the property owner/manager for the balance of time that this tenant is a renter at that residence.

For a new tenant at the residence (for which tenant billing has been revoked), the District will require the property owner to make a deposit in the amount of \$350.00 before reinstatement of the tenant billing privilege. Should the next tenant also be disconnected, the District will use the deposit to cover the bill and the property owner will be sent the bill as long as that tenant is in the property. The deposit will remain with the District and will not be used to pay any monthly bill on the account. A deposit may be refunded, without interest and upon request, after 1 year of prompt payment of the account

**No changes will be made until payment for any services prior to the effective date of occupancy are paid in full.** The owner/manager is responsible for any discrepancy in water usage at this property. It is the responsibility of the owner/manger to verify all water usage and meter reads when a tenant terminates occupancy. **The District will perform this verification for a fee of \$30.00 if requested by the property owner, manager/agent, and/or tenant.**

**OWNER INFORMATION**

Account Number: \_\_\_\_\_

Property Location: \_\_\_\_\_

Name of owner: \_\_\_\_\_

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

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

Phone Number: \_\_\_\_\_

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

I, as owner of the above property, authorize delinquent account statement mailings to:

Owner

Property Manager/Agent

Both

**PROPERTY MANAGER INFORMATION**

Name of Property Manager/Agent: \_\_\_\_\_

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

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

Phone Number: \_\_\_\_\_

Effective date of Management: \_\_\_\_\_

\_\_\_\_\_  
Signature of Property Manager/Agent

\_\_\_\_\_  
Date

**BILLING INFORMATION**

Name of Tenant: \_\_\_\_\_

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

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

Telephone Number: \_\_\_\_\_

Effective date of Occupancy/Billing: \_\_\_\_\_