



2922 EVERGREEN PARKWAY • SUITE 320 ▪ EVERGREEN, CO 80439
PHONE: 303.674.3379 ▪ FAX: 303.674.3380

**BILLING INFORMATION CHANGE REQUEST FOR
TENANT**

The District only sends bills to property owners at the property address unless a signed authorization is submitted by the property owner asking the District to send bills to an alternate address and/or alternate name. This form should only be used to request changing the billing name to a tenant occupying the property if they will be responsible for paying the bill for the owner.

IF THE TENANT DOES NOT PAY THE BILL: It is the tenant’s responsibility to pay all service bills from the date this request form is submitted until the property owner submits written notification to the District for an additional change of billing information. By signing this form, the property owner acknowledges that they are ultimately responsible for the payment of the District’s bills. All charges billed for a property remain as an encumbrance on the property until paid and is subject to the Rules and Regulations of the District. Delinquent accounts are subject to water service disconnection under the Rules and Regulations of the District. Delinquent accounts may also be subject to liens and collection on the property tax bill for the property.

IF THE TENANT CHANGES: It is the responsibility of the property owner AND the tenant to notify the District if a new tenant will be taking over the responsibility for paying the bill for the owner. The District does not prorate bills so it is the responsibility of the owner to obtain an account status from the District if they wish to make additional billing information changes.

PROPERTY ADDRESS: _____

PROPERTY OWNER(S) NAME: _____

TENANT NAME: _____

PHONE NUMBER: _____ EMAIL: _____

MAILING ADDRESS FOR THE BILL IF NOT THE PROPERTY ADDRESS: _____

DATE CHANGE TO BE EFFECTIVE: _____

Your signature below indicates that you understand and agree to the terms as described above.

Owner Signature

Owner Signature

Printed Name

Date

Printed Name

Date

Tenant Signature

Tenant Signature

Printed Name

Date

Printed Name

Date