



# SANTA FE COUNTY UTILITIES

## Utility Account Transfer (Move-In)

This form is intended for applicants seeking to **transfer** a water and or wastewater account with Santa Fe County Utilities (SFCU) at an existing service location. If you are the new owner of this property, please return this form with a copy of a **valid, government-issued ID** and a copy of the **Warranty Deed or combined Settlement Statement** signed by the buyer and seller. If you are a Tenant, please return this form with a copy of a **valid, government-issued ID** and a **copy of your lease**.

### Service Information:

Service Book #:

Service Account #:

Service Address:

### Account Owner's Information:

**\*\* If you are the existing owner (meaning you are already listed on the account as owner), please check here and use this form to provide any updates to your owner information.**

Billing Address (If different than Service Address):

City:

State:

Zip:

#### **Primary Owner Information:**

#### **Secondary Owner Information:**

Name:

Name:

Driver's License:

Driver's License:

Date of Birth:

Date of Birth:

Social Security/Tax ID#:

Social Security/Tax ID#:

Phone number:

Phone number:

Phone Type:  Mobile  Landline

Phone Type:  Mobile  Landline

Email address:

Email address:

**Additional Authorized users (if Applicable):**

**Date Moved In/Closed:**

### Check One Below

- Receive e-bills **instead of** paper bills (paperless)       Receive e-bills **in addition to** paper bills  
 Receive paper bills only

### **Owner's Agreement to Conditions of Service:**

I acknowledge and understand that I am responsible and obligated to pay any charges incurred at the service address identified above during the period that I own the real property at the service address, regardless whether those charges are incurred with or without my authorization or as a result of the action or negligence of another person, and that this responsibility and obligation shall survive my alienation of the real property at the service address identified above by any means, including sale, donation, transfer, gift, and foreclosure. As the property owner, I also understand that should my tenant(s) not pay the utility bill, I am responsible and obligated to pay any unpaid balances even if the account for the service address identified above is in the name of the tenant(s). I further agree to comply with the Ordinances, Resolutions and Policies established by Santa Fe County as a condition of service, and affirm under the penalties provided by law that the information on this application is true and correct.

**Signature of Owner:**

**Date:**

**Service Information:**

Service Book #:

Service Account #:

Service Address:

**Property owner/agent for owner must fill out and sign front page.**

**Tenant's Information (If Applicable):**

Tenant's Billing Address:

City:

State:

Zip:

**Primary Tenant Information:**

**Secondary Tenant Information:**

Name:

Name:

Driver's License:

Driver's License:

Date of Birth:

Date of Birth:

Social Security/Tax ID#:

Social Security/Tax ID#:

Phone number:

Phone number:

Phone Type:  Mobile  Landline

Phone Type:  Mobile  Landline

Email address:

Email address:

**Additional Authorized Users (If Applicable):**

**Date Moved In:**

**Check One Below**

- Receive e-bills **instead of** paper bills (paperless)       Receive e-bills **in addition to** paper bills  
 Receive paper bills only

**Tenant's Agreement to Conditions of Service (if applicable):**

I/we acknowledge and understand that I/we are responsible and obligated to pay any charges incurred at the service address identified above, including paying for services at the applicable rates, paying for services until discontinued or transferred to another person with the County's approval, and providing notice at least five (5) days prior to the termination of my/our account. I/we further agree to comply with the Ordinances, Resolutions and Policies established by Santa Fe County as a condition of service, and affirm under the penalties provided by law that the information on this application is true and correct.

**Signature of Tenant:**

**Date:**

**Signature of Tenant:**

**Date:**

Santa Fe County Utilities Staff Use Only						
Book #	Account #	Account Transfer Fee	Water Deposit	Wastewater Deposit	Meter Installation Fee	Fire Service Lines (number/size)
		\$18.00	\$100.00	\$25.00		

**Total Fees and Charges:**

\$ \_\_\_\_\_