



SANTA FE COUNTY UTILITIES

Utility Account Transfer (Move-Out)

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

Service Information

Service Book #:

Service Account #:

Service Address:

Additional Services (Fire service line, private hydrant, etc.):

Move-Out Customer's Name:

Move-Out Customer's Billing Address (*for final billing*):

City:

State:

Zip:

Phone Number:

Phone Type: Mobile Landline

Date of Move-Out (*date you would like final meter reading performed*):

Email final bill in addition to being sent to forwarding address? Yes No

If yes, email address:

OWNERS:

Reason for move out:

Home Sold (Warranty Deed/Settlement Statement required) Renting Home

If renting home, please write tenant's name below:

(tenant must come into SFCU office to complete move in process)

TENANTS:

Please write owner's name below:

Account holders are responsible for notifying Santa Fe County Water Utilities (SFCU) of their intention to move out of the premises and discontinue the use of water/wastewater services. The customer's financial responsibilities do not end until the water used upon the premises and final wastewater charges have been paid in full. SFCU will respond to the customer's request for a final meter reading within 2 working days from the date of the request.

Agreement to Conditions of Service Termination:

I agree to comply with the Ordinances, Resolutions and Policies established by Santa Fe County as a condition of the termination of my service and I affirm under the penalties provided by law that the information on this application is true and correct.

Owners also agree and acknowledge that upon a final meter read, water service will be left on, and the owner remains responsible for any water usage until the tenant transfers service into their name.

Signature of Customer/Owner:

Date: