



## **AUTHORIZATION TO ADD TENANT TO ACCOUNT NOTICE TO PROPERTY OWNERS/AGENTS**

**A \$25.00 Service Transfer Fee is incurred for processing changes to a property, whether adding a tenant or property manager. This fee is billed on the first invoice in which the change occurs.**

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 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. However, if the tenant chooses the paperless billing option, no statements will print on the account. Therefore, it is the responsibility of the owner/property manager to keep current on the status of the account by contacting Evergreen Metropolitan District directly on an occasional basis.

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For a new tenant at the residence (for which tenant billing has been revoked), the District suggests the property owner collect a deposit in the amount of \$350.00, which the District will keep in an account that can be used to pay a delinquent/unpaid bill from the tenant in the case of a disconnection status. The owner is responsible for any unpaid bills and the District will not pursue collection from tenant.

**No tenant will be added to an account until payment for 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/manager 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.** Otherwise, if a request is received from a tenant of a move out date, we will prorate the bill according to the information received and the account will be put back into the owner's/manager's name. Because this is an occupancy change, a \$25.00 Service Transfer Fee will be charged in this case. The proration will be sent or communicated to the tenant, as well as the owner and/or property manager. It is then the responsibility of the owner/property manager to ensure the previous tenant's amount due is paid. Evergreen Metropolitan District will not be responsible for any discrepancies in move out dates or the collection from tenant of any amounts due. It is suggested that the owner/property manager verify with the District's billing department that all tenant bills have been paid before releasing a security deposit back to tenant.

**The District may modify its policies and procedures at any time at our discretion without notification. It is the responsibility of the property owner/manager to check the district website for any updates to these policies and procedures.**

**AUTHORIZATION TO ADD TENANT TO ACCOUNT**

**Instructions for Completing Form:** If Owner completing form, complete those items marked <sup>1</sup>. If authorized property manager on account completing form, complete those items marked <sup>2</sup>.

**My signature represents my acceptance of the District's policies and procedures as stated on page 1 of this form.**

**ACCOUNT INFORMATION**

<sup>1 & 2</sup> **Account Number:** \_\_\_\_\_

<sup>1 & 2</sup> **Property Location:** \_\_\_\_\_

**OWNER INFORMATION**

<sup>1</sup> Name of owner: \_\_\_\_\_

<sup>1</sup> Mailing Address: \_\_\_\_\_

<sup>1</sup> City, State, Zip: \_\_\_\_\_

<sup>1</sup> Phone Number: \_\_\_\_\_

\_\_\_\_\_  
<sup>1</sup> Signature of Owner

\_\_\_\_\_  
<sup>1</sup> Date

**PROPERTY MANAGER INFORMATION**

<sup>2</sup> Name of Property Manager/Agent: \_\_\_\_\_

<sup>2</sup> Mailing Address: \_\_\_\_\_

<sup>2</sup> City, State, Zip: \_\_\_\_\_

<sup>2</sup> Phone Number: \_\_\_\_\_

<sup>2</sup> Effective date of Management: \_\_\_\_\_

\_\_\_\_\_  
<sup>2</sup> Signature of Property Manager/Agent

\_\_\_\_\_  
<sup>2</sup> Date

**BILLING INFORMATION**

**If occupied by previous tenant, their date responsible through:** \_\_\_\_\_

<sup>1 & 2</sup> Name of Tenant: \_\_\_\_\_

<sup>1 & 2</sup> Mailing Address: \_\_\_\_\_

<sup>1 & 2</sup> City, State, Zip: \_\_\_\_\_

<sup>1 & 2</sup> Telephone Number: \_\_\_\_\_

<sup>1 & 2</sup> Effective date of Occupancy/Billing: \_\_\_\_\_