



*Town of Alpine
Water/Sewer Department
Renter Account Transfer Form*

I/We, the owner(s) of the property, request to make a transfer of the following water/sewer department services account from my address into my renter's name/address.

Name of Owner: _____

Owners Mailing Address: _____

Renter's Name: _____

Renter's Mailing Address: _____

Renter's Home Telephone #: _____

Renter's Work Telephone #: _____

Lot #: _____ **Subdivision:** _____

Physical Address: _____

Account Number: _____ **Renter Move In Date:** _____

By signing below, I understand and agree to the following: I understand as the owner(s) I/We are responsible for the utility bill if for any reason my renter does not pay. I understand I will receive a delinquent notice and shut off notice as outlined in #207 Ordinance 2011-11. I agree to follow all rules and regulations of the municipality pertaining to the use of such water, and if applicable sewer services. I agree to explain these rules to the renters. Billing Procedures - Bills will be computed and mailed to all customers no later than the fifth (5th) day of the month. Payment will be due on the Twenty-Fifth (25th) day of the month. Payments received after the next billing cycle will be assessed a \$5.00 late charge. All billing is in arrears. (For example, January's water/sewer usage is billed the beginning of February.) Renters and Owner's will be advised of disconnect & shut off orders upon delinquent accounts. A customer will be advised of a disconnect order upon delinquent account. Please note \$30.00 connection fee will be assessed on past due account that are shut off. Reference: #207 Ordinance NO. 2011-02.

Applicant Signature: _____ **Date:** _____

Date Changed: _____ **Employee Signature:** _____