



SANTA FE COUNTY UTILITIES

Utility Account Transfer (Move-In)

Who can use this form?

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.

Service Information:

Service Book #: _____ Service Account #: _____

Service Address: _____

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.**

Property Owner Name(s): _____

Owner's Billing Address (If different than Service Address): _____

Cell Phone: _____

Driver's License #: _____

Home Phone: _____

Date of Birth: _____

Work Phone: _____

Social Security/Tax ID#: _____

E-Mail: _____

Employer: _____

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 Information (if applicable):

Tenant Name(s): _____

Tenant's Billing Address (If different than Service Address): _____

Cell Phone: _____

Driver's License #: _____

Home Phone: _____

Date of Birth: _____

Work Phone: _____

Social Security/Tax ID#: _____

E-Mail: _____

Employer: _____

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:** _____

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:

\$ _____