



SANTA FE COUNTY UTILITIES

Utility Account Transfer (Move-Out)

Who can use this form?

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.

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: _____

Home Phone #: _____ Cell Phone #: _____

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:

Please check the reason for move out:

_____ Home Sold (please attach Warranty Deed/Settlement Statement) _____ Renting Home

If renting home, please write tenant's name _____
(tenant must come into SFCU office to complete move in process)

TENANTS:

Please write owner's name below:

Account holders are responsible for notifying the 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: _____

Santa Fe County Utilities Staff Use Only					
Book #	Account #	WO # for final meter reading	WO issued by:	Deposit Amount	Date of Account Termination