

ATTENTION OWNERS OF RENTAL PROPERTY

The City of Alamogordo will initiate the Municipal utility account in the name of the property owner whenever there is not an active utility account for the property.

In order to avoid a transfer fee of \$25.00 when the City initiates a utility account in the property owner's name the attached form, "Statement of Property Ownership", is provided. The City of Alamogordo will rely on the information provided in the form to identify the property owner and the mailing address for utility bills for the properties listed. It is the responsibility of the person(s) submitting the statement to promptly notify the City of Alamogordo, Utility Billing Division, of any changes in ownership.

Utility accounts transferred to the property owner **by the City** shall only be charged the monthly base rate for water, adjusted for meter size, and the capital surcharge. Any recorded usage of water at the location shall result in the activation of all services (water, sewer, trash) and charges until the account is again transferred or the owner files a request for Base Rate account.

Rental property owners may file a "Waiver of Owner Responsibility" (copy attached) with the City of Alamogordo to avoid being responsible for unpaid municipal utility bills that were incurred by their tenant. The waiver becomes effective on the date it is received by the City and is not operative on any tenant account active at the time of submission. If the property owner files the "Waiver of Owner Responsibility" the municipal utility deposit for a residential tenant account will be \$210.00 or that amount approved by the City Commission. A separate waiver must be filed for each property. Waivers do not expire.

CoA Employee: _____ Date Accepted _____ Date Entered: _____

**CITY OF ALAMOGORDO
UTILITY BILLING DEPARTMENT
1376 E Ninth Street
Alamogordo, New Mexico 88310
(575) 439-4260**

WAIVER OF OWNER RESPONSIBILITY FORM

Printed Name of property owner

Property owner's mailing address

City State Zip Telephone Number

Owner's Certification:

Property Address: _____

I certify that I am the owner of the property located at the above listed address. This form is to ensure that I am not liable for any unpaid charges for water, sewer, or garbage collection services that may be incurred by my tenant(s).

Signature of property owner

Date

NOTICE: A waiver must be signed and submitted for each property owned and will be in effect for as long as the owner owns the property. This form cannot be retroactive. It is the owner's responsibility to inform their tenant of the higher deposit required per Section 28-03-100 of the Alamogordo Code of Ordinances. Owner remains liable for all applicable water, sewer and garbage collections charges when no tenant account is active for the property.

I have read and understand the above notice: _____
Owner's Initial

THIS FORM WILL BE ACCEPTED BY MAIL IF IT IS NOTARIZED.

STATE OF _____)

COUNTY OF _____)

SUBSCRIBED AND SWORN TO before me this _____ day of _____, 20____, by

_____.

Notary Public

My Commission Expires: _____

Employee's Signature

Date

Time

CoA Employee: _____ Date Accepted _____ Date Entered: _____