



2922 EVERGREEN PARKWAY • Suite 320 ▪ EVERGREEN, CO 80439  
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**BILLING INFORMATION CHANGE REQUEST**

The District will only bill the property owner unless a signed authorization is submitted asking the District to send bills to a management company or tenant.

**IF THE TENANT DOES NOT PAY THE BILL:** It is the tenant's responsibility to pay all service bills from the date the change is effective until written notification has been provided to the District for an additional change of billing information. However, the property owner is ultimately responsible for the payment of the bill. The bill remains with the property and is subject to the Rules and Regulations of the District. Delinquent sewer accounts are subject to water service disconnection under the Rules and Regulations of the District. Delinquent accounts may also be subject to collection on your property tax bill.

**WHEN YOUR TENANT MOVES:** It is the responsibility of the property owner or management company to notify the District and obtain an account status. The District does not prorate bills between the owner and the tenant.

PROPERTY ADDRESS: \_\_\_\_\_

PROPERTY OWNER'S NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PROPERTY MANAGEMENT NAME (if applicable): \_\_\_\_\_

MANAGEMENT MAILING ADDRESS: \_\_\_\_\_

TENANT NAME(S): \_\_\_\_\_

DATE CHANGE TO BE EFFECTIVE: \_\_\_\_\_

Your signature below indicates that you understand and agree to the terms as described above.

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Dated

\_\_\_\_\_  
Printed Name