



**www.roxwater.org**

**Roxborough Water and Sanitation District**

**Phone: 303-979-7286**

**6222 N Roxborough Park Rd**

**Fax: 303-933-3649**

**Littleton, CO 80125**

***Account Transfer Request***

**Property Owner Information**

Date of Request: \_\_\_\_\_

Requesting Party\*: \_\_\_\_\_ Account #: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**\*Must be listed as owner or manager on current account**

**Renter Information:**

Name: \_\_\_\_\_

Service Address: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Requested transfer date: \_\_\_\_\_

The owner will be charged \$25 for the final read and transfer on the requested date. Following the transfer, the District will bill the renter listed above and send the owner a copy of the bill each month. The property owner is responsible for any outstanding balances connected to the property. The District will not continue to try to collect from a renter for an outstanding balance after they have vacated the property. The property owner is required to contact the District to get the billing transferred back into their name when the renter vacates. If the renter does not take possession it is the property owners responsibility to contact the District at least 2 (two) business days prior to the transfer date listed above to avoid the transfer fee.

\_\_\_\_\_

\_\_\_\_\_

Property Owner Signature

Date

District Approval Signature \_\_\_\_\_ Date Received \_\_\_\_\_