



## APPLICATION FOR TENANT BILLING TRANSFER

**PROCEDURE:** A property owner desiring to have another party receive sewer service bill(s) on the property shall submit a completed Application for Billing Transfer; submit a **\$50 Billing Transfer Fee** and a **\$50 Deposit** to the "Norwood Sanitation District" if the new Customer is a tenant.

SERVICE ADDRESS: \_\_\_\_\_ APPLICATION DATE: \_\_\_\_\_

### PROPERTY OWNER:

**NAME:** \_\_\_\_\_

PROPERTY OWNER MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

### NEW TENANT/S:

(1) NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

(2) NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

TENANT/S MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

EMAIL: \_\_\_\_\_

TENANT DEPOSIT RECEIVED:\$ \_\_\_\_\_ DATE DEPOSIT PAID\*\*: \_\_\_\_\_

TENANT TRANSER RECEIVED: \$ \_\_\_\_\_ DATE TRANSFER PAID: \_\_\_\_\_

\*\*The Norwood Sanitation District will refund the Tenant Deposit upon discontinuance of service and the payment of ALL sewer service fees under the Rules of the District, found at [www.norwoodtown.com/sanitation-district](http://www.norwoodtown.com/sanitation-district). The undersigned agrees that the deposit shall be forfeited and may be applied against any unpaid sewer service fee not paid within 30 days after discontinuance of service.

If sewer service is discontinued for nonpayment of sewer service fees, the deposit shall be forfeited and applied against the fees. Sewer service will not be re-established until the fees are paid in full, together with the standard reconnection fee and a new deposit.

Application of the deposit to any unpaid District fees, interest, and penalties constitute a perpetual lien against the property served. The lien may be foreclosed in the manner provided by Colorado law or pursuant to 30-20-105, C.R.S. The District may elect to certify to the County Treasurer for collection of any delinquent sewer service charges, to be collected by the County Treasurer and paid over to the District in the same manner as for the collection of real property taxes pursuant to Title 31 of the Colorado State Statutes.

**LIABILITY OF PAYMENT** - The property owner and occupant are jointly and severally liable for charges of the NSD. The NSD assumes no responsibility for any agreements between a landlord and tenant, regardless of whether the NSD has been notified of such agreement.

**RULES & REGULATIONS OF THE NORWOOD SANITATION DISTRICT:** All Applicants for sewer service are deemed to have read the District's Rules & Regulations of the Sewer District as the same are amended from time to time. The Rules are incorporated by reference in this Application.

**ACKNOWLEDGED:**

**PROPERTY OWNER:**

PRINTED NAME: \_\_\_\_\_

\_\_\_\_\_

SIGNATURE

\_\_\_\_\_

DATE

**NEW TENANT/S:**

(1) PRINTED NAME: \_\_\_\_\_

\_\_\_\_\_

SIGNATURE

\_\_\_\_\_

DATE

(2) PRINTED NAME: \_\_\_\_\_

\_\_\_\_\_

SIGNATURE

\_\_\_\_\_

DATE

**FOR OFFICE USE ONLY**

DATE APPLICATION RECEIVED: \_\_\_\_\_ ACCOUNT#: \_\_\_\_\_

DATE RECORDS UPDATED: \_\_\_\_\_ INITIALS: \_\_\_\_\_