



**NORWOOD WATER COMMISSION**

PO Box 528; 1670 Naturita St, Norwood, CO 81423

Phone: 970-327-4288 [www.norwoodtown.com](http://www.norwoodtown.com)

**APPLICATION FOR TENANT BILLING TRANSFER**

**PROCEDURE:** A property owner desiring to have another party receive water 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 Water Commission” if the new Customer is a tenant/occupant.

APPLICATION DATE: \_\_\_\_\_

SERVICE ADDRESS: \_\_\_\_\_

**FOR PROPERTY OWNER:**

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

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

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

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

**FOR NEW TENANT/OCCUPANT:**

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

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

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

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

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

If water service is discontinued for nonpayment of water service fees, the deposit shall be forfeited and applied against the fees. Water 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 Commission 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 Commission may elect to certify to the County Treasurer for collection of any delinquent water 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.

**RULES & REGULATIONS OF THE NORWOOD WATER COMMISSION:** All Applicants for water service are deemed to have read the Commission’s Rules & Regulations of the Water Commission **PRIOR** to applying for service. By signing the application, the new customer agrees to all the Rules and Regulations of the Water Commission as the same are amended from time to time. The Rules are incorporated by reference in this Application.

**ACKNOWLEDGED:**

**PROPERTY OWNER:**

\_\_\_\_\_

DATE SIGNATURE

**NEW CUSTOMER/TENANT:**

\_\_\_\_\_

DATE SIGNATURE

FOR OFFICE USE ONLY	
DATE APPLICATION RECEIVED: _____	ACCOUNT #: _____
TENANT DEPOSIT RECEIVED: \$ _____	DATE DEPOSIT PAID** : _____
BILLING TRANSFER RECEIVED: _____	BILLING TRANSFER PAID DATE: _____
DATE RECORDS UPDATED: _____	INITIALS: _____