HIGHLANDS RANCH
Metro District

62 W. Plaza Dr
Highlands Ranch, CO 80129
Office# 303-791-0361 Fax# 303-791-3290

TRANSFER OF SERVICE REQUEST FORM

SERVICE ADDRESS: _____ **Final Read Date:** _____

**Transfer fee of $15.00 will be charged on final bill.* *This includes water/wastewater services.*

*********PLEASE INDICATE IF YOU WOULD LIKE A RETURN CALL OR A FAX FOR STATUS*********

YES ☐ NO ☐

Requestor: _____ **Phone#:** _____

Fax# _____

Title Company:_____ **Owner:**_____ **Property Manager:** _____

BILLING INFORMATION

Final Bill should be sent to- Title Co: _____ **Owner:**_____ **Property Manager:** _____

Company Name: _____

Address: _____ **Phone#:** _____

City: _____ **State:** _____ **Zip:** _____

Current Owner: _____ **Current Account#** _____

New Owner: _____ **New Account#** _____

Name: _____

Address: _____ **Phone#:** _____

City: _____ **State:** _____ **Zip:** _____

NEW RENTER: *****We must have the owner or owner's representative's written authorization to send a duplicate bill to a renter on record OR accompany this request*****

Please allow a minimum of 48 hours to submit a transfer request.

CENTENNIAL
WATER AND SANITATION DISTRICT

HIGHLANDS RANCH
Metro District

NOTICE

Changes related to billing for water and wastewater service for rental properties

Section 32-1-1001(1)(j)(I) of the Colorado statute provides that until paid, bills issued for water and wastewater service are a lien on the property receiving the services. Since the lien would directly affect the property, it is the District's intent to ensure that the property owner is aware of any matter which could affect the title to the property.

Therefore, **effective immediately,** the District will no longer provide direct tenant billing. All billing will be directed to the property owner. Absent other proof of ownership provided to the District, the bill will be sent to the person or entity shown as the owner in the records of the Douglas County Assessor's Office.

As a convenience, the District will, **upon written request by the owner or a representative of the owner**, send a duplicate to a third party, such as a renter. However, this will not relieve the property owner of the responsibility for the timely payment of all amounts due.

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