



Tenant Notification Form

Property Information: (please submit one form for each property)

Service Address: _____ Account Number: _____

Please disable Xpress Bill Pay Auto Pay: (Check)

Tenant Information:

◆ **ADD the following tenant to this account:**

Tenant name: _____ Phone: _____ Email: _____

Billing Address: _____ Effective Date: _____

◆ **REMOVE the following tenant from this account:**

Name: _____ Effective Date: _____

Owner/Agent Information:

Name: _____ Phone: _____ Email: _____

I, _____, the Owner/Leasing Agent of Lot # _____, request that the above named tenant(s) be added to this account. I acknowledge that Baca Grande Water and Sanitation District is not responsible for collecting any unpaid amounts from a previous or current tenant.

Owner/Agent Signature: _____ **Date** _____

New tenants will not be added to the account until this form has been received. Baca Water will not pro-rate billings between billing cycles. Collection of those amounts is the responsibility of the property owner/agent.