

Tenant Notification Form Instructions

Please Note: Incomplete Forms Cannot Be Processed

This form is used to notify Baca Grande Water & Sanitation District of a change in tenant occupancy. The property owner remains responsible for the account and will continue receiving copies of utility bills to monitor account activity, tenant charges, and any outstanding balances.

Section A: Where the Tenant is Renting

1. Property address where tenant will be renting
2. Your Baca Water account number for the above property
3. Are you or the previous tenant currently enrolled in Auto Pay through Xpress Bill Pay for this account?
If yes, please check this box and BGWSD will disable Auto Pay.

Section B1: ADD a New Tenant (All of these fields are mandatory if applicable)

4. New tenant's name (Mandatory)
5. New tenant's phone number (Mandatory)
6. New tenant's email (Mandatory)
7. New tenant's billing address (Mandatory)
8. New tenant's effective date of rental (Mandatory)

Section B2: REMOVE a Previous Tenant

9. Previous tenant's name
10. Date previous tenant moved out or was evicted

Section C: Owner/Agent Must Complete, Sign, and Date

11. Owner or agent name
12. Owner or agent phone number
13. Owner or agent email
14. Owner or agent and property lot number
15. Owner or agent signature
16. Date of signing

Please Note: Baca Grande Water & Sanitation District is not responsible for auto pay, billing discrepancies between owner and tenant, or for collecting unpaid balances left by previous tenants.

Please note: that the District will not remove or update the tenant information on the account without receiving an updated Tenant Notification Form from the property owner.

Exception: If a tenant notifies BGWSD that they have vacated the property, the District will contact the property owner to confirm the vacancy and request an updated Tenant Notification Form. If no response is received from the owner within 45 days, the District will have the right to remove the tenant from the account.

Owner Authorization Required: Written authorization from the property owner is required before BGWSD can accept forms or requests from property managers, caretakers, or other agents. Please provide a signed agreement or have the owner email us directly. Authorization only needs to be submitted once.



Baca Grande Water and Sanitation District
P.O. Box 520 | 57 Baca Grant Way S
Crestone, CO 81131-0520

Tenant Notification Form

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

1. Service Address: _____ 2. Account Number: _____

3. Please disable Xpress Bill Pay Auto Pay:
(Check)

B. Tenant Information:

◆ B1 ADD the following tenant to this account:

4. Tenant name: _____ 5. Phone: _____ 6. Email: _____

7. Billing Address: _____ 8. Effective Date: _____

◆ B2 REMOVE the following tenant from this account:

9. Name: _____ 10. Effective Date: _____

C. Owner/Agent Information:

11. Name: _____ 12. Phone: _____ 13. Email: _____

14. 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.

15. Owner/Agent Signature: _____ 16. 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.