



Town of New Castle
PO Box 90
450 West Main Street
New Castle, CO 81647
970-984-2311
Fax: 970-984-2716

AGREEMENT TO ADD TENANT TO UTILITY ACCOUNT

I do hereby certify that I am the owner of the property located at:

This property is rented and I wish to add the name of the tenant currently occupying the property to the account and have the monthly utility bill mailed to the tenant as follows:

Tenant Name:

Tenant Mailing Address:

Tenant e-mail address:

Tenant Phone:

Effective First of Month After Form is Submitted:

Agreements must be effective on the first day of the month. At the present time, the Town cannot accommodate partial month billings.

I understand that all rates, charges, tolls, fees and assessments for Town utility service are the responsibility of the property owner and the Town shall not be bound by any agreement between the property owner and occupant concerning payments. **I hereby agree that payment of all utility service rates, charges, tolls, fees and assessments shall remain my sole responsibility. I also understand that I am the only one who can take a tenant off of the account, as I am the property owner.**

I agree to pay a \$5.00 administrative fee for processing this request.

Owner's Name:

Date:

Owner's Signature