



NOTICE TO LANDLORDS AND TENANTS REGARDING RENTAL PROPERTY

1. All owners of property served within the Town of Nederland are the ultimately responsible party of the account, and remain responsible irrespective of any tenancy.
2. The Town of Nederland WILL NOT seek collection for final payment from ANY previous tenant.
3. The property owner/landlord's name and/or Management Agency will remain on file at all times.
4. A new tenant's name will be added to the account only after the property owner, the management Agency or the new tenant have notified us, and we have received a Billing Authorization form signed by both the tenant and the landlord. At all other times, billing statements will be sent to the landlord or Management agency.
5. When a tenant's name has been added to the account, quarterly billing statements will be sent to the tenant's mailing address. All new tenants will receive a status of the account as well as a copy of this notice.
6. If at any point the account becomes 90 days past and \$75 past due, a shut off notice will be mailed to the tenant and will also be posted on the door of the service address. If a billing Authorization form is on file, a copy of the shut off notice will be sent to the landlord. If no form is on file, the landlord will receive a notice indicating the account is past due and subject to shut off and a shut off notice will be posted on the door of the service address. Any account that is 90 days past due is subject to shut off per Town Policy and related charges are applied. The tenant, landlord or Management Company can provide the payment by the due date on the notice to avoid shut off and any related charges.
7. The district must receive notice at least 48 hours prior to the move-out date from either the tenant or the owner/Management Agency, as applicable.
8. If a tenant's name has been added to the account, they will be authorized to contact the District to notify us of their move-out date. The tenant's name will be removed from the account, a final read and billing statement will be sent to both tenant and owner/Management Agency within 48 hours of the move-out date, whichever date is later.
9. Move out dates cannot be "back-dated." All changes to account information will be processed up to 48 hours after being notified, if it is received after the move-out date. All discrepancies between the owner and tenant as to who should pay for any portion of a bill prior to the move-out date or notification date must be resolved between the owner and the tenant-not the Town.

In order to transfer any account to a tenant's name, a Billing Authorization form is required. If you have any questions, please call the Water Billing Department at 303-258-3266 x0.