

## ATTENTION OWNERS OF RENTAL PROPERTY

The City of Alamogordo will initiate the Municipal utility account in the name of the property owner whenever there is not an active utility account for the property.

In order to avoid a transfer fee of \$25.00 when the City initiates a utility account in the property owner's name the attached form, "Statement of Property Ownership", is provided. The City of Alamogordo will rely on the information provided in the form to identify the property owner and the mailing address for utility bills for the properties listed. It is the responsibility of the person(s) submitting the statement to promptly notify the City of Alamogordo, Utility Billing Division, of any changes in ownership.

Utility accounts transferred to the property owner **by the City** shall only be charged the monthly base rate for water, adjusted for meter size, and the capital surcharge. Any recorded usage of water at the location shall result in the activation of all services (water, sewer, trash) and charges until the account is again transferred or the owner files a request for Base Rate account.

Rental property owners may file a "Waiver of Owner Responsibility" (copy attached) with the City of Alamogordo to avoid being responsible for unpaid municipal utility bills that were incurred by their tenant. The waiver becomes effective on the date it is received by the City and is not operative on any tenant account active at the time of submission. If the property owner files the "Waiver of Owner Responsibility" the municipal utility deposit for a residential tenant account will be \$210.00 or that amount approved by the City Commission. A separate waiver must be filed for each property. Waivers do not expire.

CoA Employee: \_\_\_\_\_ Date Accepted \_\_\_\_\_ Date Entered: \_\_\_\_\_

STATEMENT OF PROPERTY OWNERSHIP

I/We, the undersigned, certify that I/We own the properties listed herein.

Property Owner(s) Name: \_\_\_\_\_  
Must be the same as listed in the Otero County Property Records

Owner(s) agree and understand that the utility account for the herein listed properties will automatically be initiated in the name of the property owner(s) whenever there is not an active utility account for the property and a transfer fee **will not** be charged. No additional notification will be made.

Owner(s) understand and agree that any and all owner utility account(s) terminated for non-payment will be assessed a \$25.00 (twenty five dollars) transfer fee upon re-initiation.

Owner(s) understand and agree that it is their responsibility to update this list in writing whenever there is a change in property ownership and that the City of Alamogordo is not liable for the waiver of any late fees, delinquency fees, pro-ration or waiver of charges, due to the failure to timely notify the City of Alamogordo, Utility Billing Division, of ownership changes.

I/We have read and understand this Statement of Property Ownership.

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_

SSN: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_

SSN: \_\_\_\_\_

\*\*\*If property is held by corporation or LLC provide proof of authority to sign for same\*\*\*

**INCOMPLETE FORMS WILL NOT BE ACCEPTED**

**THIS FORM MUST BE NOTARIZED**

STATE OF \_\_\_\_\_ )

)

COUNTY OF \_\_\_\_\_ )

)

SUBSCRIBED AND SWORN TO before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by

\_\_\_\_\_

\_\_\_\_\_

Notary Public

My Commission Expires: \_\_\_\_\_

**List of Properties on next page**

CoA Employee: \_\_\_\_\_ Date Accepted \_\_\_\_\_ Date Entered: \_\_\_\_\_

**LIST OF PROPERTIES**

Properties owned by: \_\_\_\_\_

PRINT - Name must match that on Statement of Property Ownership

Mailing Address: Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone #: \_\_\_\_\_

All City of Alamogordo utility bills for the properties listed herein will be mailed to the mailing address entered above.

<b>Street Number</b>	<b>Street Name (Print Legibly)</b>	<b>Location (City Use Only)</b>

**LIST OF PROPERTIES will not be accepted without notarized Statement of Ownership**

CoA Employee: \_\_\_\_\_ Date Accepted \_\_\_\_\_ Date Entered: \_\_\_\_\_

**CITY OF ALAMOGORDO  
 UTILITY BILLING DEPARTMENT  
 1376 E Ninth Street  
 Alamogordo, New Mexico 88310  
 (575) 439-4260**

**WAIVER OF OWNER RESPONSIBILITY FORM**

\_\_\_\_\_  
 Printed Name of property owner

\_\_\_\_\_  
 Property owner's mailing address

\_\_\_\_\_  
 City State Zip Telephone Number

**Owner's Certification:**

**Property Address:** \_\_\_\_\_

I certify that I am the owner of the property located at the above listed address. This form is to ensure that I am not liable for any unpaid charges for water, sewer, or garbage collection services which may be incurred by my tenant(s).

A waiver must be signed and submitted for each property owned and will be in effect for as long as the owner owns the property. This form cannot be retroactive. It is the owner's responsibility to inform their tenant of the higher deposit required per Section 28-03-100 of the Alamogordo Code of Ordinances. Owner remains liable for all applicable water, sewer and garbage collections charges when no tenant account is active for the property.

I have read and understand the above notice: \_\_\_\_\_ Date: \_\_\_\_\_  
 Owner's Signature

**THIS FORM WILL BE ACCEPTED BY MAIL IF IT IS NOTARIZED.**

STATE OF \_\_\_\_\_ )  
 )  
 COUNTY OF \_\_\_\_\_ )

SUBSCRIBED AND SWORN TO before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by  
 \_\_\_\_\_.

\_\_\_\_\_  
 Notary Public

My Commission Expires: \_\_\_\_\_

\_\_\_\_\_  
 Employee's Signature Date Time

CoA Employee: \_\_\_\_\_ Date Accepted \_\_\_\_\_ Date Entered: \_\_\_\_\_