



Appointee Removal from Utility Account

Authorized appointees (tenants, businesses, property managers, or others) may use this form to be removed from receiving the utility bill in their name and address. The utility bill will revert to the property owner.

Return this form to the City of Durango, Customer Service Finance Department, by email at customerservice@durangogov.org, or by mail or in person at City Hall, 949 E. 2nd Avenue, Durango, CO 81301.

Utility Account Number: _____ **Today's Date:** _____

Property Location (Service Address): _____

Name of Appointee Making This Change Request: _____

Appointee Contact Phone: _____

Appointee Contact Email: _____

Utility bill statements generate on the 20th of each month and are for the prior month of service charges. Utility bills are not prorated for the portion of monthly service with a change request. It is the owner's responsibility to figure a proration of service charges if desired.

The Month Services Should Stop Being Billed To You The Appointee: _____

For example, if you put the month of January as the month services should stopped being charged to you, we will remove you from the account after the January 20th bill cycles for the service period of the previous month of December.

Signature: _____