



Owner Release of Utility Account

Property Owners may use this form to appoint an authorized tenant, business, property manager, or others to receive your utility bill in their name and address. Only the Property Owner is to complete and submit this form.

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.

Owner Options to Limit Liability

Water, sewer, trash, recycling, and other services are tied to a property and its service address, and the owner of the property benefits from the existence of these utility services by being able to use or rent the property. It is the owner that is liable for unpaid utility accounts. As the owner, you may be able to limit your liability for utility accounts by doing one or more of the following:

- Contractually protect your interests in a lease agreement.
- Control and monitor the situation by reviewing the account’s utility bills for your property.
- Choose to not release the utility bill to another person or business.
- Contact Customer Service utility billing to ask about the status of your account being paid by another.

I, the Property Owner as named below, would like the City of Durango utility billing for all services (e.g., water, sewer, trash, or recycling) at my below stated property location to be mailed to the appointee below.

I as the owner of this property understand that I am responsible for all current and past due charges should the appointee fail to pay.

I further understand that the appointee below may at any time contact the City of Durango and request their name and address to be removed from receiving your utility bill upon which the utility bill will then revert to you the property owner.

Property Owner Information

Utility Account Number: _____ Today’s Date: _____

Property Location (Service Address): _____

Name of Owner Making This Change Request: _____

Owner Contact Phone: _____

Owner Contact Email: _____

Owner Mailing Address: _____

City: _____ State: _____ Zip: _____

New Appointee and Billing Address (Change To)

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 Start Being Billed To The New Appointee: _____

For example, the February 20th bill is for the service period of January. If you put the month of January as the month services should be changed to the new appointee, we will add them to receive their first bill on February 20th.

Name: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone: _____

Current/Previous Appointee and Billing Address (Change From)

Name: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Signature: _____