



www.roxwater.org

Roxborough Water and Sanitation District

Phone: 303-979-7286

6222 N Roxborough Park Rd

Fax: 303-933-3649

Littleton, CO 80125

Account Transfer Request

Property Owner Information

Date of Request: _____

Requesting Party*: _____ Account #: _____

Address: _____

City: _____ State: _____ Zip: _____

Email Address: _____ Phone: _____ Fax: _____

*Must be listed as owner on current account

Renter Information:

Name: _____

Service Address: _____ Mailing Address: _____

City: _____ State: _____ Zip: _____

Email Address: _____ Phone: _____ Fax: _____

Requested transfer date: _____

The owner will be charged \$25 for the final read and transfer on the requested date. Following the transfer, the District will bill the renter listed above and send the owner a copy of the bill each month. The property owner is responsible for any outstanding balances connected to the property. The District will not continue to try to collect from a renter for an outstanding balance after they have vacated the property. The property owner is required to contact the District to get the billing transferred back into their name when the renter vacates. If the renter does not take possession it is the property owners responsibility to contact the District at least 2 (two) business days prior to the transfer date listed above to avoid the transfer fee.

Property Owner Signature

Date

District Approval Signature

Date Received