



RENTAL POLICY AUTHORIZATION FORM

MUST BE SUBMITTED BY OWNER OR PROPERTY MANAGER

Section 32-1-1001(1)(j)(l) of the Colorado statute provides that until paid, bills issued for water and wastewater service are a lien on the property receiving the services. Since the lien would directly affect the property, it is the District's intent to ensure that the property owner is aware of any matter which could affect the title to the property.

Therefore, all billings will be directed to the property owner. Absent other proof of ownership provided to the District, the bill will be sent to the person or entity shown as the owner in the records of the Douglas County Assessor's Office.

As a convenience, the District will, **upon written request by the owner or a representative of the owner**, send a duplicate to a third party, such as a renter entitled *Current Resident*. **Requests for changes of billing status or a final reading will ONLY be taken from the owner or property manager.**

**You may request a specific read date for a final bill below; please note fees apply for final reading requests.*

NOTE:

This will not relieve the property owner of the responsibility for the timely payment of all amounts due. Please complete and submit this form to ensure proper billing of water services.

Water Billing Department
62 W Plaza Drive
Highlands Ranch, CO 80129
Phone: 303-791-0361 Fax: 303-791-3290 Email: cs@highlandsranch.org

PRIMARY BILLING ADDRESS

(Owner/property management - will receive primary bills, primary notices of delinquency)

Owner's name:		
C/O:	Phone:	
Address:		
City:	State:	Zip:

By signing below I acknowledge I have read and understand the rental policy and authorize duplicate billing to Current Resident at the rental address below.

Signature: _____ Date: _____

RENTAL PROPERTY ADDRESS

*(To receive copies of billing, notices of delinquency titled **Current Resident**)*

Service Address:	
Final Read Date: _____	* \$50.00 in service fees Just Add Duplicate Billing: _____ free