**CWCWD TENANT AUTHORIZATION FORM**

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| **Date:** | **Move In Date:**  |
| **Account #:** | **Move Out Date:** |
| **Tap Size:** |  |
| **Parcel #:** |  |

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| **Meter Address:**  |
| **City:**  |
| **Zip:**  |
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| **Owner Requesting Tenant Change:**  |
| **Phone Number:**  |
| **Email:** |

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| **Tenant Name:**  |
| **Mailing Address:**  |
| **City, State:**  |
| **Zip:**  |
| **Phone Number:**  |

1. Owners should contact the District within 48 hours of the move-in and move-out dates so previous and future billings can be processed correctly. Tenants are not eligible to receive bills without permission from the owner.
2. Bills cannot be “back-dated” due to failure of notification.
3. All discrepancies between the owner and tenant regarding any portion of a bill prior to the move-out date or notification date must be resolved between the owner and tenant.

All owners are ultimately responsible for payment of their account and remain responsible even when tenant occupied. The District will not seek collection for final payment from any previous tenant. **If an account becomes past due, both tenant and owner will receive a past due notice.** Water is subject to shutoff and applicable restoration fees will be applied. All fees in arrears must be paid before water service can be restored. *In accordance with Colorado law, all unpaid fees and penalties or charges shall constitute a perpetual lien on an against the property served and any such lien may be foreclosed in the same manner as provided by the laws of the State of Colorado for the foreclosure of mechanics’ liens.* **This does not waive any owner’s responsibility for payment.**

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| Owner Signature: Date: |
| Owner Signature: Date: |
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| I acknowledge receipt of the Tenant Authorization Form and agree to the terms as listed |

**Central Weld County Water District – 2235 2nd Avenue – Greeley, CO 80631 – 970-352-1284**