Town of Alpine ~ Water/Sewer Department
Renter Account Transfer Application

I/We request to make a transfer of the following water/sewer department account from the previous lot owner into my/our name. I/We agree to follow all rules and regulations of the municipality pertaining to the use of such water and if applicable, sewer services.

Name of Owner: _____

Mailing Address: _____

Telephone Number(s): _____

Owner Email Address: _____

Physical Address: _____

Account Number: _____   Renter Move In/Out Date: _____

Renter's Name: _____

Renter's Mailing Address: _____

Renter's Telephone Number: _____ Renter Email Address_____

By signing below, I/We understand and agree to the following:

TOA Billing Procedure: The legal property owners are responsible for the utility billing if for any reason my renter does not pay. TOA can/will transfer billings into Renter's name, **upon written authorization of the legal property owner** for **a fee of $30.00**. The property owner ultimately remains legally responsible for payment which property would have a lien placed for any delinquent payments. I/We agree to follow all rules and regulation of the municipality pertaining to the use of such water and if applicable sewer services. I/We agree to explain these rules to the renters. Bills will be computed and mailed to all customers no later than the fifth (5th) day of the month. Payment will be due on the Twenty-Fifth (25th) day of the month. Payments received after the billing cycle will be assessed a five dollar ($5) late charge. **All billing is in arrears**. (For example, January's water/sewer usage is billed the beginning of February.) A property owner/renter will be advised of disconnect/shut off orders within ten (10) days of disconnection. Please note a sixty dollar **($60)** disconnect fee will apply if services are disconnected. Service will be reinstated upon request by the legal property owner and payment of all amounts due, plus a sixty-dollar **($60)** reconnection fee will be charged. Reference: Ordinance # 245.

Property Owner Signature: _____ Date: _____

Renter's Signature: _____ Date: _____

TOA Notes:

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Updated – 2/3/2022