



## FOUNTAIN UTILITIES MANUAL REVERT PROGRAM PROCEDURE

When the utility service is in the name of a tenant and service is discontinued, the following procedure is in place to create an effective and efficient method for placing utility service into the name of a property owner, realtor or management company.

Fountain Utilities requires the following information:

- Use of Fountain Utilities Form(attached) **or** written authorization on the company's letterhead, dated and signed by the owner or authorized agent
- Specific information regarding:
  - How the account name should be listed for billing  
*Please note: If you request the account listed in the name of the property management or realtor's office, we require a letter from the owner of that office advising us we have their authorization to place the account in the company name and the agent is the contact only. Otherwise, we will list the account in the agent's name and they will be held personally responsible for the bill.*
  - The billing address
  - The service address
  - All associate/contact names and phone numbers
  - (If known) Previous tenant (who is moving out)
- Date service is requested, along with a tentative water and electric turn on appointment time\*
- A copy of the property management agreement
- Tax ID, when applicable

### Please note:

- **A deposit may be required** to set-up service.
- By submitting this request for services, you will be responsible for all related services, including minimum charges, until the Fountain Utilities has been notified by fax or email from your company or through initiation of service by the new tenant. No adjustments will be made to the utility charges incurred because of the tenant's failure to comply with the terms of your lease agreement.
- Unpaid water and electric is subject to lien\*.

### Suggestions for inclusion in your lease agreement:

- Include the date that the tenant is expected to have the utilities placed into their name. This may provide you with the documentation you need to collect utility charges incurred because of the tenant's failure to comply with your lease agreement.
- Additionally, a third party notification added to the utility account will ensure that if the utility account is being discontinued or in jeopardy of disconnect due to non-payment that any notice would also be mailed to you or your company. This form does require the signature of the tenant and the landlord, realtor or management company. *A copy of the Third Party Notification form can be obtained by contacting or visiting our office at the location listed below or going to our website at [www.fountainutilities.org](http://www.fountainutilities.org).*

Please contact us if you have questions.

Fountain Utilities Customer Service  
(719) 322-2010 Fax (719) 322-2011  
101 N Main St, Fountain, CO 80817

\*The City will connect customer's service within three (3) days of a request for service. Customers wishing to discontinue service or terminate responsibility for service should give at least three (3) business days' notice to the City to that effect in order to allow sufficient time for final meter reading and disconnection or transfer of service. (Ord 1669 Chapter 20, Title13)



**Residential Manual Revert Fax Form**

I hereby authorize Fountain Utilities to disconnect\*/connect utility services at the following address:

\_\_\_\_\_ on \_\_\_\_\_ (date).

If disconnect request, name of Current Account Holder \_\_\_\_\_

Request services in the name of\*\* (Responsible Party): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

TAX ID #: \_\_\_\_\_ (if in business name)

**OR**

Last Four digits S/S# \_\_\_\_\_ and DOB: \_\_\_\_\_

**OR**

Driver License# \_\_\_\_\_ State \_\_\_\_\_ and DOB: \_\_\_\_\_

Name of Authorized Contact \_\_\_\_\_ Phone Number \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

*\*There may be hazards resulting from disconnection, including frozen pipes, and the person/company requesting disconnection will assume full responsibility. This would not pertain to any account(s) subject to disconnection for nonpayment of utility bills.*

*\*\* If request is by a property management company for owner, please provide copy of property management agreement.*

**Please Note:** A deposit may be required to set-up service.