

**REQUEST FOR SERVICE**

DONA ANA MUTUAL DOMESTIC WATER CONSUMERS ASSOCIATION



- Membership
- Renter

<p><b>Service Options</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Water</li> <li><input type="checkbox"/> Wastewater</li> </ul>
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Application Date: \_\_\_\_\_

**Applicant Information**

APPLICANT NAME: \_\_\_\_\_ PLACE OF EMPLOYMENT: \_\_\_\_\_

OWNER NAME: \_\_\_\_\_ WORK PHONE NUMBER: \_\_\_\_\_

SERVICE ADDRESS: \_\_\_\_\_ PRIMARY PHONE NUMBER: \_\_\_\_\_

CO-APPLICANT NAME: \_\_\_\_\_ CO-APPLICANT PHONE NUMBER: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

EMERGENCY CONTACT NAME AND PHONE NUMBER: \_\_\_\_\_

**Fees**

<p>METER SIZE</p>	METER INSTALLATION FEE \$ _____	APPLICATION FEE \$ _____	
	WATER RIGHTS \$ _____	RENTER'S REFUNDABLE DEPOSIT \$ _____	
	IMPACT FEE \$ _____	OTHER \$ _____	
	SEWER CONNECTION \$ _____	NON- TAXABLE TOTAL \$ _____	
	IMPACT FEE \$ _____	TAX \$ _____	
	MEMBERSHIP FEE \$ _____		

<b>SUBTOTAL: \$</b> _____
<b>LESS PAYMENT RECEIVED: \$</b> _____
<b>BALANCE DUE: \$</b> _____

- YES, I WOULD LIKE E-BILLING

*You must maintain a valid email address on file. No paper bill will be sent. Failure to receive an E- Billing statement does not exempt you from penalties or disconnects.*

EMAIL ADDRESS: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

**Payment Options**

- TELE-CHECK
- CREDIT/DEBIT
- CASH
- CHECK

\_\_\_\_\_  
DONA ANA MDWCA REPRESENTATIVE SIGNATURE

\_\_\_\_\_  
JENNIFER J. HORTON, EXECUTIVE DIRECTOR SIGNATURE

**FOR INTERNAL USE**

<input type="checkbox"/> DRIVER'S LICENSE	<input type="checkbox"/> COPY OF DEED, SETTLEMENT OR LEASE	<input type="checkbox"/> COPY OF PLAT SURVEY OR EASEMENT	<input type="checkbox"/> CUSTOMER HANDBOOK
SUBDIVISION _____	ROUTE # _____	SEQUENCE # _____	DATE READ _____
METER # _____	READING TAKEN _____	REMOTE # _____	CERTIFICATE _____
			NEW ACCOUNT # _____
			PARCEL # _____
			DISTRICT # _____



**OWNER(S) RESPONSIBILITY**

ANY MEMBER, RENTING OR LEASING REAL ESTATE PROPERTY DESIGNATED TO RECEIVE SERVICE ACCORDING TO THE TERMS OF THE ASSOCIATION, TO OTHER PARTIES IS RESPONSIBLE FOR ALL CHARGES DUE TO THE ASSOCIATION.

THE ASSOCIATION MAY BILL THE RENTER OR LESSEE FOR UTILITY SERVICE (AT MEMBER REQUEST) AS A THIRD PARTY, BUT THE MEMBER IS FULLY RESPONSIBLE FOR ALL UNPAID ACCOUNTS LEFT BY THE RENTER/LESSEE.

THE RENTER/LESSEE WILL BE RESPONSIBLE TO REMIT TO THE ASSOCIATION A DEPOSIT OF \$100.00. ALL DEPOSITS ARE APPLIED TO THE FINAL BILL OF THE RENTER/LESSEE.

THE ASSOCIATION MAY, BUT IS NOT REQUIRED TO, NOTIFY THE MEMBER OF THE RENTER'S PAST DUE PAYMENT. IT IS THE RESPONSIBILITY OF THE PROPERTY OWNER OR HIS/HER REPRESENTATIVE TO NOTIFY THE ASSOCIATION OF ALL CHANGES IN THE OCCUPATION OF ALL RENTAL/LEASE PROPERTY.

THE OWNER IS RESPONSIBLE FOR PAYMENT OF ACCOUNT ON HIS/HER "UNOCCUPIED" OR "FOR SALE" PROPERTIES UNTIL THE NEW OWNER(S) PROVIDE PROOF TO THE ASSOCIATION. PROOF CONSISTS OF WARRANTY DEED OR SETTLEMENT STATEMENT SHOWING A TRANSFER OF OWNERSHIP.

**\*PLEASE NOTE: DUPLICATE STATEMENTS WILL BE SENT TO OWNER/PROPERTY MANAGER**

ACKNOWLEDGMENT OF RESPONSIBILITY

OWNER(S) AUTHORIZED SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

OWNERS(S) AUTHORIZED SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_