



ELDORADO AREA WATER & SANITATION DISTRICT
2 North Chamisa Drive, Suite B • Santa Fe, NM 87508 • (505) 466-1085

As real estate sales continue to increase in the Eldorado area, please take a moment to read what is required to properly close out your EAWSD account.

- Once a closing date has been determined, submit a completed FINAL READ FORM. To obtain a form, you can visit our website at www.EAWSD.org or contact our EAWSD Customer Service & Billing Office at 505-466-1085 Opt. 1, or email customer.support@EAWSD.org and we will provide you with a form. The form can then be submitted via email to customer.support@EAWSD.org, by mail, or by dropping it off at the office.
- Let the buyer know that they need to contact EAWSD **as soon as possible**, preferably before the closing date, to fill out and submit the necessary paperwork to transfer the water account into their name. This will avoid an unnecessary service interruption.
- After the account has been transferred from you to the buyer, you can expect to receive a FINAL BILL. Keep in mind that even though you may have submitted a FINAL READ FORM, you are still responsible for all charges incurred on the account until the closing. Our offices will take care of contacting the new owners with instructions on the general billing and payment practices as well as instructions for registering for EYEONWATER.
- At any time during the process of preparing to sell your home or property, we encourage you or your potential buyers to visit the EAWSD website to view detailed information about our organization, the water services we provide, conservation tips, etc.

If you follow the steps above, we are confident you will experience a smooth transition of water service from you to the buyers of your home or property.