



# ELDORADO AREA WATER & SANITATION DISTRICT

2 North Chamisa Drive, Suite B • Santa Fe, NM 87508 • (505) 466-1085

## REQUEST A FINAL READ or TRANSFER SERVICE

Account Number	Service Location
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### SELLER'S INFORMATION

I am requesting the water utility service be closed and transferred from my name.

Name
My term of ownership will end on <i>(date of sale)</i>
Further instructions/ request

**NOTE:** Date leaving should be the date of the ownership term ended and not when person(s) vacates the property. Dates that fall on a weekend or holiday are not guaranteed. A meter reading will be obtained the following business date.

### FINAL BILL INSTRUCTIONS

Forwarding/New Mailing Address	
Primary Phone Number	Secondary Phone Number
Email	
Please send the final bill to me: <i>(check the box for the option that applies)</i>	
<input type="checkbox"/> by mail	<input type="checkbox"/> by email
<input type="checkbox"/> a second copy to:	

### ACKNOWLEDGEMENT(S)

**In order to close out the account, Seller agrees to promptly pay final water bill following a final read.**

SELLER'S SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

### HOW TO CONTACT US

**WEBSITE:** <https://www.eawsd.org/>

**EMAIL:** [customer.support@EAWSD.org](mailto:customer.support@EAWSD.org)

**BUSINESS HOURS:** Monday – Friday, 8:00 AM to 5:00 PM\*

**PHONE:** (505) 466-1085 (Opt. 1) DURING regular business hours

**FAX:** (505) 466-2631

**EMERGENCY:** (505) 780-0090 AFTER business hours

\* Closed Weekends and holidays – use emergency line

### FOR INTERNAL USE ONLY

WO _____	Date Completed _____	Completed By _____
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**CURRENT RATES, TOLLS, FEES AND CHARGES** may be found at [www.eawsd.org](http://www.eawsd.org)

## **SPECIAL SERVICES REQUESTED BY CUSTOMER**

Effective with the February (current year) Billing reflecting January Water Use

**Base Rate:** Monthly rate charged for each metered connection and for any unmetered fire protection service line.

**Volumetric Rate:** Water usage charge per 1,000 gallons (commodity charge).

\* \$75 will be credited if a meter reading error is verified.

\*\* One meter profile or flow test in a 12-month period will be provided at **no charge**.

**Payment Terms:** Bills are due and payable twenty-one (21) days after the billing date. Late fees may be imposed if payment is received more than 21 days after the billing date.

**Late Fees and Penalties:** Any EAWSD account that is not paid by the due date, in accordance with the District's rules and tariffs in force, shall incur an additional late payment penalty charge in the amount of five dollars (\$5.00) or ten percent (10%) of the total invoice amount, whichever is greater.

**Returned Check Charge:** A returned check charge of twenty-five dollars (\$25.00) will be imposed on any customer account where a check submitted for payment is returned by the bank because the account on which it is drawn is closed or contains insufficient funds.

**Taxes:** All charges are subject to, and will be increased by, applicable governmental gross receipts tax.

**Water Conservation Surcharge:** A water conservation surcharge will be imposed during the usage months of May through August in accordance with the provisions of EAWSD Resolution No. 14-10-01.

**Meter Testing Charge:** \$250 for ¾-inch meter, \$600 for 1-inch and larger meter to be paid in advance by the customer. District will test the customer's water meter to verify its accuracy. The testing fee will be credited to the customer after testing if the meter tests more than two percent (2%) in error to the detriment of the customer.

**Meter Tampering or Water Theft:** The charge for tampering with a meter, including meter can lid removal, or stealing water from the EAWSD water system shall be five hundred dollars (\$500.00) for the first offense and seven hundred and fifty dollars (\$750.00) for any subsequent offense, plus the cost of any water taken.

**Willful or Negligent Damage to EAWSD Property:** The charge for causing willful or negligent damage to EAWSD property, including but not limited to any equipment or facilities, shall be five hundred dollars (\$500.00) for the first offense and seven hundred and fifty dollars (\$750.00) for any subsequent offense, plus the cost to repair any damage.

**Other special service requests will be charged on time and materials basis; estimates available from EAWSD. Neither EAWSD nor its contractors will conduct any work on the customer's side of the water meter.**