



City of Santa Fe

Public Utilities Department - Utility Billing Division

801 W San Mateo – Santa Fe, NM 87505

Customer Service (505) 955-4333 / Fax (505) 955-4363

utilitycustomerservice@santafenm.gov

Request to Revert Services from Tenant to Landlord (Property Owner)

Submittal Date: _____ Account No.: _____

Property Service Address: _____

Tenant/Name on Account: _____ Phone No.: _____

Property Owner Name: _____ Phone No.: _____

- This form may be completed by either the landlord or tenant.
- This form must be provided to the Utility Billing Division prior to tenant move-out.
- The release of liability becomes null and void upon tenant move-out.

Tenant Email: _____

(The City will mail the final bill and or any deposit refund greater than \$5.00 to the forwarding address.)

Forwarding Address: _____

Tenant: I am requesting utility service revert to the landlord as of _____
(tenant move-out date). Please acknowledge the following by initialing.

_____ Tenant agrees to pay the current balance and the final bill amounts due on the account.

Signature: _____ Date Signed: _____

Print Name: _____

Landlord: I am requesting utility service revert to me from tenant as of _____
(tenant move-out date).

Signature: _____ Date Signed: _____

Print Name: _____

* Please submit this form prior to a tenant's move-out date.
Landlords are responsible for utility services charges upon tenant move-out. *

Note: Incomplete, illegible and or unsigned forms cannot be processed.

SUBMIT FORM BY CLICKING ON OVAL BUTTON

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