City of Rio Rancho ● 3200 Civic Center Circle NE ● Suite 270 ● Rio Rancho, NM 87144

UT-UTS-01.02 (E)

COMMERCIAL APPLICATION

Water Service Information

Service Start Date: _____

Ownership: ☐ Own ☐ Rent* ☐ Property Manager*

Foreclosed/HUD/Short Sale ☐ Yes ☐ No

* Signed Rental/Lease/Property Management Agreement is Required

Water is: ☐ On ☐ Off * ☐ Unknown* * Must submit a Release or a Home Connect Form.

Service Address: _____ Address _____ City _____ State _____ Zip

Mailing Address: _____ Address _____ City _____ State _____ Zip

Do you presently have/had water/wastewater services with the City of Rio Rancho? If so, what address?

_____ Address _____ City _____ State _____ Zip

Is this address to be terminated? ☐ Yes ☐ No If yes, what date? _____

Applicant Information

Business Name: _____

Phone with area code: _____

Fax with area code: _____

Primary Contact Name(s): _____

Federal Tax ID #: _____

Emergency Contact

Name: Phone:

Ordinances

Section 51.04A	Connection Charge: All new accounts will be assessed an administrative fee of forty-five ($45.00) dollars.
Section 51.05D and Section 51.12D	All customers shall be given at least twenty-one calendar days from the date of rendition of a bill for payment in full before the bill is deemed delinquent. A late fee will be assessed that is a percent of the amount owed. A delinquency charge per month, which accrues daily, will be assessed on any amount, which remains unpaid after the due date. Each calendar year, a customer will be allowed one late payment without penalty. Deposits for commercial, multi-family residential, industrial and reclaimed water customers shall be equal to three months' utility charges for a like and similar customer.
Section 51.05H	Returned Check Charge: "The utility shall assess a returned check charge in the event of the customer's check or bank draft is returned." Fee is twenty-five ($25.00) dollars.
Section 51.06B	Security Deposits, Guarantees of payment: Deposits for commercial, multi-family residential, industrial and reclaimed customers shall be equal to three months' utility charges for a like and similar customer.
Section 51.09K	Reconnection Charge: Any customer whose service is involuntarily disconnected will be required to pay a reconnection fee in addition to all other fees and charges before being reconnected to the utility. Fee is forty-five ($45.00) dollars.

Acknowledgement and Signature

I understand that a deposit will be required if a letter of reference is not provided within 30 days of the service start date. I am able to call the office at (505) 891-5020 from 8:00 AM to 5:00 PM Monday through Friday to request deposit information from any Utility Service Specialist.

Applicant Signature: _____ **Date:** _____

FOR DEPARTMENT USE ONLY

Completed By: _____ Date: _____ Work Order #: _____