



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

Please Print

Date: _____ Name on Account: _____

Account #: _____ Phone #: _____

Service Address: _____

Property Owner Name: _____ Phone #: _____

- This form may be completed by either the landlord or tenant.
- Proof of the lease end date is required if the move-out date is different than that on the original Agreement.

Tenant's email is _____ and forwarding address is _____

(The City will forward the final bill and or any deposit refund of \$5.00 or more to the forwarding address.)

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

Tenant must pay the current balance on the account and provide a forwarding address.

Signature _____ Date Signed: _____

Print Name _____ Phone: _____

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

Signature _____ Date Signed: _____

Print Name _____ Phone: _____

SUBMIT FORM BY CLICKING ON OVAL BUTTON

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Note: Incomplete, Illegible and or unsigned forms will not be processed.