

Multi-Family Classification Application Instructions

(Please Print - Illegible applications may be rejected causing a delay in your request for reclassification)

- Line 1: List the name of the homeowner's association, complex name, apartment name or property owner's name. If the homeowner's association, complex name or apartment name is different from the property owner's name, also list the property owner's name.
- Line 2: List the name of the person who is authorized to enter into legal agreements for the property owner or person/organization listed on Line 1.
- Line 3: List the mailing address of the person listed on Line 2.
- Line 4: List the phone number(s) of the person listed on Line 2.
- Line 5: List all of the service addresses governed or managed by the person/organization listed on Line 1. Attach additional pages if necessary.
- Line 6: List the total number of dwelling units within the property/development.
- Line 7: List the number of dwellings within the property/development that are also operating a licensed business. Please attach a separate page listing the businesses and their City of Santa Fe Business License Number. Please indicate for each business if it is licensed as a Home Occupancy business as defined under Chapter 14-6.3C2. (If you are unsure, the city can help you determine this.)
- Line 8: List the number of irrigation meters in the area.
- Line 9: Check Yes or No if any of the dwelling units within the property/development are being used for transient lodging such as hotels, motels, bed and breakfasts, rest homes, nursing homes or institutional facilities.

Please read the following carefully before signing and submitting this application:

If a business is served by a master meter which also serves dwelling units, **all** consumption will be billed at the small commercial rate. Approved home occupancy businesses are exempt from this provision. Motels, hotels, transient lodging, rest homes, nursing homes or institutional facilities cannot qualify for the multi-family classification. If the association, development or group offers services to the public for a fee, in addition to their residents, they cannot qualify for the multi-family classification. Customers will be required to apply for the new multi-family classification and provide to the city information regarding the type of use and number of dwelling units. Additional information may be required. The city reserves the right to determine the character of service based upon the actual use of the water, the use of the property, the zoning of the property and such other relevant information. The new classification will not become in effect until the customer's application has been reviewed, verified and approved. No retroactive credits for past small commercial charges will be authorized. Changing from small commercial to multi-family will be a **one time only** option. Once customers have applied to convert their service to multi-family, they will **not** be allowed to switch back to the commercial rate class unless the character of service has changed. Multi-family units must be in a contiguous development - a duplex on the south side of town cannot be melded with a duplex on the north side.