



City of Santa Fe

801 W. SAN MATEO - SANTA FE, NM 87505
CUSTOMER SERVICE (505) 955-4333/FAX (505) 955-4363
utilitycustomerservice@santafenm.gov



City of Santa Fe

INFORMATION REQUIRED FOR LANDLORD/TENANT

RESIDENTIAL/COMMERCIAL









TRANSFER OF SERVICE FOR REFUSE, SEWER, AND WATER

HOURS OF OPERATION

Monday- Friday - 8:00 a.m. to 4:30 p.m.

Wednesday – 8:30a.m. to 4:30p.m.(Staff Meeting)

OWNER/TENANT REQUIREMENTS:

-  A signed copy of lease agreement (Lease must be a minimum of 6 months).
-  Copy of driver's license or photo ID.
-  A completed release of liability application must be signed by landlord and tenant, (attached).
-  Transfer of mobile home services must include either title or loan documentation.
-  *Commercial* accounts will have to set up refuse services with Solid Waste *before* services are set up, 1142 Siler Road, Santa Fe, NM 87507. 505-955-2200
-  *Residential customers* will be charged a deposit equal to one and one-half (1 ½) times the highest 30 day bill from previous 12 months of service at the location.
-  *Commercial customers* will be charged a deposit equal to one (1) times the highest 30 day bill from the previous 12 months of service at the location. After six (6) months of service, a commercial customer can request that the deposit be reevaluated based on their usage.
-  A transfer fee of \$26.25 will be assessed on your first bill.

ALL FORMS MUST BE COMPLETED, SIGNED AND DATED BEFORE SERVICE IS TRANSFERRED. ALL FORMS MUST BE IN NO LATER THAN 2:30 PM FOR SAME DAY SERVICE.