

Tenant Notification Form Instructions

Please Note: Incomplete Forms Cannot Be Processed

Section A: Where the Tenant is Renting

1. Property address where tenant will be renting
2. Your Baca Water account number for the above property
3. Are you or your previous tenant using Auto Pay on xpressbillpay.com to pay your monthly bill?
If so, please check this box to disable it.

Section B1: ADD a New Tenant (All of these fields are mandatory if applicable)

4. New tenant's name (Mandatory)
5. New tenant's phone number (Mandatory)
6. New tenant's email (Mandatory)
7. New tenant's billing address (Mandatory)
8. New tenant's effective date of rental (Mandatory)

Section B2: REMOVE a Previous Tenant

9. Previous tenant's name
10. Date previous tenant moved out or was evicted

Section C: Owner/Agent Must Complete, Sign, and Date

11. Owner or agent name
12. Owner or agent phone number
13. Owner or agent email
14. Owner or agent and property lot number
15. Owner or agent signature
16. Date of signing

Please Note: Baca Grande Water & Sanitation District is not responsible for auto pay, billing discrepancies between owner and tenant, or for collecting unpaid balances left by previous tenants.



Tenant Notification Form

A. Property Information: (please submit one form for each property)

1. Service Address: 2. Account Number:
3. Please disable Xpress Bill Pay Auto Pay: (Check)

B. Tenant Information:

B1 ADD the following tenant to this account:

4. Tenant name: 5. Phone: 6. Email:
7. Billing Address: 8. Effective Date:

B2 REMOVE the following tenant from this account:

9. Name: 10. Effective Date:

C. Owner/Agent Information:

11. Name: 12. Phone: 13. Email:

14. I, the Owner/Leasing Agent of Lot # request that the above named tenant(s) be added to this account. I acknowledge that Baca Grande Water and Sanitation District is not responsible for collecting any unpaid amounts from a previous or current tenant.

15. Owner/Agent Signature: 16. Date

New tenants will not be added to the account until this form has been received. Baca Water will not pro-rate billings between billing cycles. Collection of those amounts is the responsibility of the property owner/agent.