

ENTRANOSA WATER ASSOCIATION

1330 HWY 333 – TIJERAS, NM 87059

(505) 281-8700

RENTAL AND REAL ESTATE CONTRACT (R.E.C.) PROPERTIES POLICIES

Entranosa Water Association is a member owned Association. According to our By-Laws the Association is to serve only its members. We serve rental and real estate contract properties as a courtesy to our members. Entranosa will set up a sub-account on the rental or R.E.C. property under the members account. The following procedures will be followed and enforced on all rental and R.E.C. properties:

- ◆ As the member of the Association, it is the owner's responsibility to advise Entranosa of any changes of residence to the serviced property. Before an account can be set up for a tenant we must have confirmation from the member as to who is residing at the property.
- ◆ All members who have rental or R.E.C. properties will receive a copy of their tenant's monthly bills. This is done to keep the member informed as to the status of their tenant's account.
- ◆ Cut-off notices, on the monthly bill, are sent to tenants if their account is past due. Payment must be made in full by the due date of the cut-off notice. A copy of the cut-off notice will also be sent to the member.
- ◆ There is a Member tenant setup fee of \$122.00 (+tax). This fee needs to be paid in advance before the tenant can occupy the rental or R.E.C property.
- ◆ Should the tenant's service be disconnected there will be a \$91.00 (+tax) disconnect and a \$91.00 (+tax) reconnect fee charged to the account. In order to resume service, the balance due on the account must be paid in full which will include the disconnect and reconnect fees.
- ◆ When a tenant is leaving a property, please contact our office at least 24 hours prior to the tenant leaving with the following information: moving date, forwarding address, and forwarding phone number. We will get a final reading and process a final bill. At that time, the final bill will be sent to the tenant and all balances will be automatically transferred to the member's account.
- ◆ All balances must be paid in full prior to setting up another tenant account.

WE WILL NOT PURSUE FINAL BILLS FROM TENANTS! THE MEMBER WILL BE RESPONSIBLE FOR ALL UNPAID BALANCES!

If you should have any questions regarding your account(s), please do not hesitate to contact our office at (505) 281-8700. Thank you.

I HAVE CAREFULLY READ THIS AGREEMENT AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT THIS AGREEMENT CONTAINS A LEGALLY BINDING RELEASE OF LIABILITY AND HOLD HARMLESS AGREEMENT, AND I SIGN IT OF MY OWN FREE WILL. I HEREBY ACKNOWLEDGE RECEIPT OF A COPY OF THIS AGREEMENT.

**ACCEPTED: ENTRANOSA WATER
ASSOCIATION**

**MEMBER OR PROPERTY MANAGEMENT
REPRESENTATIVE**

BY: _____

Signature

Jack Crider

Printed Name

TITLE: CEO

Printed Name

DATE: _____

Property Management

ADDRESS: _____
(MAILING)

HOME PHONE: _____

WORK PHONE: _____

EMAIL: _____

DATE: _____

TENANT NAME: _____

Tenant

ADDRESS: _____

HOME PHONE: _____

WORK PHONE: _____

EMAIL: _____

DATE: _____