

ALL HOMES IN ALBUQUERQUE, NEW MEXICO

(EXCEPT HOMES IN ZIP 87114)

OWNER UTILITY INFORMATION SHEET

All utilities must be placed into the owner's name and must be paid in good standing or the owner will be responsible for reconnection fees, which can be costly. If a utility is shut off for any reason, it could delay your home being placed on the market for several weeks. Having the utilities on is particularly important in the winter season, as it could prevent water pipes from freezing.

1. Water & Trash Service:

The City of Albuquerque is the company that services the water/sewer/refuse. You will need to contact the Water company and pay the bills directly while it is vacant. Once the home is rented, the bills will need to go directly to the property and be addressed to the current resident. We will receive Ebill copies of the bill to ensure payment by the tenant. You must contact the utility company to make sure the bill is mailed to the property address prior to the tenant moving into the property. The bill will continue to be sent to the property and will be addressed to the current resident during their occupancy. If your tenant moves in during the middle of a billing cycle, we ask that you provide your property manager with a copy of the bill, so they may chargeback the tenant for the prorated portion. In the event your tenant defaults in payment, the owner is ultimately responsible for paying the bill to assure that services stay connected. Tyson will charge the tenant during the move-out process after all cleaning and repairs have been completed.

CITY OF ALBUQUERQUE WATER DEPARTMENT 505-768-2800

CITY OF ALBUQUERQUE SOLID WASTE DEPARTMENT 505-761-8100

Please note that one bill will be mailed for water/sewer/refuse, even though you must contact both companies to have the utilities set up in your name.

2. Gas Service:

NM Gas is the company that provides gas services. This utility will be placed under Landlord Standby and whenever your home is vacant, the bill will come directly to our office. For your protection, once a qualifying tenant is found, they will be required to switch the bill into their name prior to signing their lease. In the event your tenant defaults in payment, you will not be held responsible for paying the bill. In some situations, NM Gas will not be able to switch the services into your tenant's name prior to their date of occupancy. If this occurs, we will prorate the latest bill and chargeback the prorated amount to the responsible party.

NM GAS 888-664-2726 FAX 505-697-4494

3. Electric Service:

PNM is the company that provides electric services. This utility will be placed under Landlord Standby and whenever your home is vacant, the bill will come directly to our

office. For your protection, once a qualifying tenant is found, they will be required to switch the bill into their name prior to signing their lease. In the event your tenant defaults in payment, you will not be held responsible for paying the bill. In some situations, PNM will not be able to switch the services into the tenant's name prior to their date of occupancy. If this occurs, we will prorate the latest bill and chargeback the prorated amount to the responsible party.

PUBLIC SERVICES COMPANY OF NEW MEXICO (PNM) 505-246-5700

FAX 505-246-5770