

# ALL HOMES IN RIO RANCHO, NM

## 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 Services:**

The City of Rio Rancho Water Department requires that each person fill out an application in order to have water services turn on. To obtain this form, please visit [www.ci.rio-rancho.nm.us](http://www.ci.rio-rancho.nm.us), click on the Utility and Sewer Services navigation button, which will direct you to the next page where the application is found. You may mail, hand deliver, or fax the application. Their mailing address for the Rio Rancho Water Department is 3200 Civic Center Cir NE, Rio Rancho, NM 87144. Once your information has been entered into their system, you will be issued an account number. This account must be established prior to advertising and you will be responsible for paying the bill until a qualifying tenant is found for your property. Once a qualifying tenant is found, they will be required to fill out an application for services. A new account number for the tenant is required before they sign their lease and obtain keys. In the event your tenant moves in mid-billing cycle, Tyson asks that you give your assigned property manager a copy of the bill, so it can be prorated.

**CITY OF RIO RANCHO WATER DEPARTMENT 505-891-5020**

**FAX 505-891-5204**

*The water bill will come directly from the City of Rio Rancho Water Department.*

### **2. Trash Service:**

Waste Management of New Mexico is the company designated by The City of Rio Rancho to handle all refuse services, which includes pickup and billing. You will need to call Waste Management to place services in your name prior to advertising for rent. Waste Management will bill you twice a year. This company does not allow the tenant to put services into their name, therefore you must continue to pay this bill directly and an annual refuse fee of \$225 is charged to the tenant to reimburse you. This price is subject to change.

**WASTE MANAGEMENT OF NEW MEXICO 892-1200**

*You will continue to pay this bill directly to the utility company and the Tenant pays an annual fee prior to move-in.*

### **3. 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 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.

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

#### **4. 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 SERVICE COMPANY OF NEW MEXICO (PNM) 505-246-5700 FAX 505-246-5770**