

# ALL HOMES IN RIO RANCHO, NM

## TENANT UTILITY INFORMATION SHEET

### **1. Water Service:**

The city of Rio Rancho Water Department requires that all customers fill out an Application for Water Services. This application can be found online at [www.ci.riorancho.nm.us](http://www.ci.riorancho.nm.us). Click on the Utilities and Sewer Services button, which will direct you to the next page. You can download the application located under the Water Service paragraph. You may mail, fax, or hand deliver this application. All adult tenants on the lease need to fill out an application and include a Drivers License. Rio Rancho Water Department is located on 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. **You will need to give Tyson Properties this account number on or before you sign your lease in order to pick up the keys for the property.** You are responsible for this bill from the date of occupancy to either the day your lease is up and/or to the day you vacate the premises.

**CITY OF RIO RANCHO WATER DEPARTMENT 505-891-5020 FAX 505-891-5204**

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

### **2. Trash Service**

*You will not receive a statement, it will go directly to the owner. You will pay for services up front at lease signing.*

Waste Management of New Mexico is the company responsible for sewer/refuse in Rio Rancho. This company will handle all pick ups and billings for sewer and refuse services. **You will be charged a fee of \$225 (this fee is subject to change annually).** **In most cases, this fee will cover the sewer/refuse for one year.** Since Waste Management will not allow a tenant to place the bill directly in their name, you will need to remit payment to Tyson Properties at the time you sign your lease.

### **3. Gas Service:**

NM Gas is the company responsible for gas services. You will need to contact this company to get services switched into your name. **NM Gas will give you a confirmation number that you will need to give to your property manager on or before the day you sign your lease. This number is needed before you can pick up the keys for your rental.** In some cases, services can not be turned on by your occupancy date. You will need to provide a bill to your property manager, so you are not charged for days you were not there. If you take occupancy before services are switched, you will be charged by Tyson Properties for the prorated amount. You are responsible for this bill from the date of occupancy to either the day your lease is up and/or to the day you vacate the premises.

**NM GAS 888-664-2726**

### **4. Electric Service:**

PNM is the company responsible for electric services. You will need to contact this company to get services switched into your name. **PNM will give you a confirmation**

**number that you will give to your property manager on or before the day you sign your lease. This number is needed before you can pick up the keys for your rental.**

In some cases, services can not be turned on by your occupancy date. You will need to provide a bill to your property manager, so you are not charged for days you were not there. If you take occupancy before services are switched, you will be charged by Tyson Properties for the prorated amount. You are responsible for this bill from the date of occupancy to either the day your lease is up and/or to the day you vacate the premises.

**Public Service Company of New Mexico (PNM) 505-246-5700 FAX 505-246-5770**

### **5. Mail Keys:**

For your protection, Tyson Properties does not issue out mail keys. In order to obtain new keys for your rental, you will need to visit your local post office with a copy of your lease. Visit [www.usps.com](http://www.usps.com) to find the post office nearest to you.