



MANAGING RESOURCES FOR A BETTER FUTURE

THIRD-PARTY NOTIFICATION FORM

Completing this form provides the District with new Third-Party information, but for security reasons the property owner must also contact the District by phone to authorize adding a new Third-Party to an account. The District reserves the right to request documentation or proof to certify status or relationship of Third-Party.

Please complete this section of the form to request that, as a Third-Party, you will be added to the account to receive courtesy copies of account bills and notices.

Type of Third-Party: Tenant _____ Agent _____ Other (Describe) _____

Name of Third-Party _____ Date _____

Service Address _____ City/Town _____ Phone _____

By signing below, I acknowledge that I am only requesting that my name be added as a Third-Party so that I may receive courtesy copies of account bills and other notices. I understand that the account will remain in the Property Owner's name and that the Property Owner, in addition to executing this form, must also provide verbal authorization to add me as a Third-Party on the account. I further understand that I will not be able to discuss this account with any District representative until the authorization is received.

Signature of Third-Party _____

Please complete this section of the form only if you are the Property Owner.

I, _____ (the "Property Owner"), hereby apply to the Root Creek Water District to have municipal service bills at _____ (the "Service Address") sent to the Third-Party, _____.

By signing below, I agree that I am the Property Owner or registered agent thereof. I understand that a District representative will contact me at the phone number I provided when my request has been processed.

Signature of Property Owner _____ Date _____

For District Use Only

Date sent to RT Diversified _____ Verbal Authorization Received _____

Additional notes _____