



Department: Public Works
Name of Form: Remove Renter
Revision Date: 8/1/2023

****NOTICE TO CHANGE CUSTOMER BILLING INFO****

Phone: 970-524-3121 Fax: 970-524-5022
Email: angela@townofgypsum.com

Staff Signature: _____

HOMEOWNER INFORMATION:

Date of Change: _____

Account Number: _____

Street Address: _____

Owner Name: _____

Mailing Address: _____

Phone #: Home: _____ Work: _____ Cell: _____

REMOVE CUSTOMER / RENTER INFORMATION:

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone #: Home: _____ Work: _____ Cell: _____

Please note that any remaining balance due on any water, sewer, and or trash bill will ultimately be the homeowner's responsibility. The Town of Gypsum will mail water, sewer, and or trash bills in care of the requested party. However, no additional mailings i.e. billings or notices of late payment will be sent to the homeowner. This is a written agreement that the Town of Gypsum is not responsible for collecting payment from any party besides the homeowner. By signing this agreement, the homeowner agrees to pay any balance due, late fees or re-connection fees if the second party fails to do so. When water/sewer is turned on/off there will be a \$50.00 reconnect fee.

Signature of Homeowner: _____ Date: _____

Signature of Renter: _____ Date: _____