



WOODMOOR

Water & Sanitation District No.1

1845 Woodmoor Drive • P.O. Box 1407 • Monument, Colorado 80132

Phone (719) 488-2525 • Fax (719) 488-2530

Dear _____

Please find enclosed with this letter a Joint Account Authorization for your tenant to sign and notarize. It is necessary that your tenant sign and notarize the Authorization in order for you to be a joint account holder on your tenant's account with the Woodmoor Water and Sanitation District No. 1 ("District") and for the District to be able to provide you with any account history information upon your request. The Colorado Open Records Act, § 24-72-201, C.R.S. *et seq.* ("CORA") prevents the District from providing you with your tenant's account history information without his or her authorization. Either you or your tenant may mail the executed Authorization to Post Office Box 1407 Monument, Colorado 80132, or hand deliver the executed Authorization to the District's office, located at 1845 Woodmoor Drive Monument, Colorado 80132.

Alternatively, if you prefer to receive the monthly account billing statements yourself, you may direct the District in writing to either remove the tenant from the joint account, if one already exists, or if the account is solely in your tenant's name, to transfer the account to you. In either event, you will receive the monthly billing statements and have full access to the account history information for your property regardless of whether your tenant has signed and notarized the enclosed Authorization.

Please note that Section 8.2 of the District's Rules and Regulations provides that you, as the property owner, are responsible for payment to the District for services furnished to your property, regardless of whether the account is held solely by your tenant or jointly by you and your tenant.

Please do not hesitate to call with any questions that you may have.

Sincerely,

Woodmoor Water and Sanitation District No.1

**WOODMOOR WATER AND SANITATION DISTRICT NO. 1
JOINT ACCOUNT AUTHORIZATION**

I, _____, expressly consent to _____,
(Tenant) *(Homeowner)*

with whom I have a lease agreement for the real property located at _____,

being a joint account holder on my utilities account with the Woodmoor Water and Sanitation District No. 1

(the "District") for the real property located at _____.

I, _____, further expressly authorize the District to release any
(Tenant)

account history information to _____ at any time upon his/her request.
(Homeowner)

I understand that account history information includes but is not limited to the account balance,
whether a payment has been received, and whether payments are made on time.

(Tenant Signature)

(Print Tenant Name)

(Address)

(Date)

STATE OF COLORADO)

) ss.

COUNTY OF _____)

The foregoing instrument was acknowledged before me this ____ day of _____,
20__, by _____.

WITNESS my hand and official seal.

My commission expires: _____

(SEAL)

Notary Public