



**CITY OF RIO RANCHO WATER AND WASTEWATER  
APPLICATION FOR WATER SERVICE**  
3200 Civic Center Cir NE • Rio Rancho, NM 87144  
(505) 891-5020 • Fax (505) 891-5204

Service Start Date: \_\_\_\_\_ Own \_\_\_ Rent \_\_\_ Co. \_\_\_ **HUD/Foreclosure/Short Sale? Y \_\_\_ N \_\_\_**

Service Address: \_\_\_\_\_ Rio Rancho, NM \_\_\_\_\_ Is the water on? Y \_\_\_ N \_\_\_

Mailing Address: \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
(If different from above)

Do you presently have or have you had services with City of Rio Rancho Water Dept? Yes \_\_\_ No \_\_\_

If yes what address? \_\_\_\_\_ Rio Rancho, NM

Is this address to be terminated? Yes \_\_\_ No \_\_\_ If yes what date? \_\_\_\_\_

**Applicant**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Employer: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Drivers License: \_\_\_\_\_

Social Security: \_\_\_\_\_

Birth Date: \_\_\_\_\_

**Co-Applicant**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Employer: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Drivers License: \_\_\_\_\_

Social Security: \_\_\_\_\_

Birth Date: \_\_\_\_\_

**Emergency Contact**

Name: Advantage Pointe Properties \_\_\_\_\_

Phone: (505) 205-1581 \_\_\_\_\_

**Section 51.04A**

**Connection Charge:** To obtain water or wastewater service, any customer/authorized representative shall apply in person or by fax with the Utilities Dept of the City of Rio Rancho. All new accounts will be assessed an administrative fee of Twenty-five dollars (\$25.00).

**Section 51.09K**

**Reconnection Charge:** Any customer whose service is involuntarily disconnected will be required to pay a reconnection fee in addition to all other fees and charges before being reconnected to the utility. Fee is fifty-dollars (\$50.00).

**Section 51.05H**

**Returned Check Charge:** The utility shall assess a returned check charge in the event the customer's check or bank draft is returned by the bank for insufficient funds, closed account, or other appropriate reason. Fee is twenty-five dollars (\$25.00).

**Section 51.05D**

All customers shall be given at least twenty-one calendar days from the date of rendition of a bill for payment in full before the bill is deemed delinquent. A late fee will be assessed that is a percent of the amount owed. A delinquency charge per month, which accrues daily, will be assessed on any amount, which remains unpaid after the due date. These fees and charges are in Section 51.12D. Each calendar year, a customer will be allowed one late payment without penalty.

**Section 51.09B**

Any customer desiring that their service be disconnected shall give written notice to the utility at its office. The utility will endeavor to act upon telephone or verbal orders to discontinue service, but in the event of a dispute, only a written notice will be considered proof of notification.

**Section 41.5**

Per Ordinance, the City of Rio Rancho utilizes an Identity Theft Prevention Program that will identify, detect, mitigate, and update Red Flags that signal the possibility of identity theft in connection with the opening or existing covered accounts.

**Please note-** We do require a copy of least one of the following- a valid Driver's license, valid State ID, or Valid passport with all applications.

**I understand that a deposit of one hundred dollars (\$100.00) will be required if a letter of reference cannot be provided from another utility company, and/or I do not provide my Social Security Number, and/or the ID Theft Program flags the account as a risk.**

**Applicant**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Co-Applicant**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_