

Third Party Notification Form



Colorado Springs Utilities
It's how we're all connected

Please complete **both** portions of this form and return to Colorado Springs Utilities to initiate third party notification on your account. To be valid, this form must be signed by the customer (or his/her legal representative) **AND** by the third party to be notified.

Completion of this form will authorize Colorado Springs Utilities to process your third party request and to send any and all collection-related correspondence and notifications, including but not limited to duplicate notice of discontinuance and/or applicable collection letters, to the named third party. In addition, Colorado Springs Utilities may advise the third party whether or not the utility services are on or off at the subject premise(s), if requested. If utility service is transferred to another premise, these authorized notifications will automatically stop.

Customer Information

Account Number _____

Name _____

Street Address _____

City _____ State _____ Zip _____

Telephone Number _____

Third Party Information

Name Heatherwood Club Apartments

Street Address 3741 Oro Blanco Dr

City Colorado Springs State CO Zip 80917

Telephone Number (719) 597-4521

Relationship to Customer Landlord

Signature of Customer _____ Date _____

Signature of Third Party _____ Date _____

Return completed form to:

**Colorado Springs Utilities
Customer Service Center
111 S. Cascade Ave.
P.O. Box 1103, Mail Code 1015
Colorado Springs, CO 80947 - 1015
or fax to: 719-668-8175**