



CITY OF ESPANOLA

405 N. Paseo de Oate
Espanola, NM 87532
(505) 747-6045

CUSTOMER APPLICATION PROCEDURE (EXISTING SERVICE)

The Property Owner or Tenant

- 1) Identify each paragraph or responsibility in numerical order.
- 2) Obtain a Business License Registration from the City Clerk's office. **(Commercial applicants only)**
- 3) Complete a Credit Service Deposit Application with Utility Billing Staff. **Incomplete credit applications will not be accepted.**
- 4) Complete a Utility Permit "Existing Service" Application with Utility Billing Staff.
- 5) Provide a copy of their driver's license.
- 6) Provide social security card (for verification only).
- 7) Proof of ownership of property (property owner).
- 8) Notice of delegation (tenant).
- 9) All information requested is mandatory for processing the Utility Permit Application.

*Property Owner may give notice in writing, to the Utility Billing Department Staff, the utility account is to be the Tenant's responsibility as per NMSA 1978 section 3-23-6 (C); Credit application must be submitted prior to obtaining a Utility Permit "Existing Service" Application. **Incomplete credit applications will not be accepted.***