



Finance Department
 11701 Community Center Drive
 Northglenn CO 80233-1001
 P: 303.450.8770
 F: 303.450.8708
customerservice@northglenn.org

ACCOUNT #: _____

MANDATORY OWNERSHIP REGISTRATION FORM

Owner Occupied _____ **Rental Property** _____

Other _____

Effective Date: ____/____/____

Address of Northglenn Property: _____

Owner of Record:

Name: _____

Mailing Address: _____

Phone #: _____

Email: _____

Authorized Agent [] OR Tenant [] (*Tenant is Not Authorized to make payment arrangements*) Please complete a separate form if the Authorized Agent is different than the tenant or is a management company.

Name: _____

Address: _____

Phone #: _____

The City of Northglenn requires that utility bills for residential properties be issued in the name of the owner or in the name of an individual authorized by the owner. An Authorized Agent is approved to receive utility bills and to make payment arrangements on delinquent accounts in accordance with our policies. A Tenant is approved to receive utility bills but is **not** allowed to make payment arrangements. A Tenant may also be designated as an Authorized Agent. ***PLEASE NOTE: Since a property can be liened for unpaid utility bills, the owner is ultimately responsible for all utility charges.***

I understand that if I (the owner) live more than 25 miles outside the boundary of the City of Northglenn, an Authorized Agent is mandatory and then responsible for receiving notices and court processes for violations of the Housing Code, Building Code, Fire Code, Nuisance Ordinance, Zoning Ordinance, or any other Ordinance of the City of Northglenn pertaining to this property. The Authorized Agent for this property is 18 or more years of age and either resides, or is customarily present in an office, within 25 miles of the City of Northglenn. I understand that the City of Northglenn must be notified of any change(s) to the above information no later than thirty (30) days after the change(s).

Any person who fails to register as required by Section 20-2-1(a) shall be subject to a civil penalty of not more than \$300.00 per day for each day said person remains unregistered up to a total of \$15,000.00.

Signature of Owner: _____ Date: _____