

Instructions for Setting up your Utility Landlord Accounts

Call each of the utility companies who provide services to your rental home. They need to know:

- Alliance Property Management, Inc will be managing your home.
- Utilities should revert to your name, and bills be mailed in your name to Alliance Property Management, *any time there is a vacancy at this address*.
- Alliance's mailing address is:
3578 Hartsel Drive, Unit E, Box 307,
Colorado Springs, CO
80920

*all downloadable forms can be found under the "Files" section of your Owner Portal at www.alliancecolorado.com

Colorado Springs Utilities:

Call the CSU Property Management Help Desk Line at (719) 668-7763 to inform them you need to set up a Landlord Account. Once set up, email a copy of your SIGNED Property Management Agreement to accountspecialists@csu.org

Cherokee Metro Water District:

Call Customer Service at (719) 597-5080 ext. 0 to set up your landlord account. Once you've done this, email your SIGNED Property Management Agreement to frontdesk@cherokeemetro.org.

*Requests will be processed Monday – Friday, 8:00am – 3:00pm.

Mountain View Electric Association:

Download the form labeled "Landlord Revert – MVEA," and fill out/sign. Email the completed form with a copy of your SIGNED Property Management Agreement to Liz Brossman at liz.b@mvea.coop

City of Fountain Utilities:

Download the form labeled "Landlord Revert – Cof," and fill out/sign. Email the completed form with a copy of your SIGNED Property Management Agreement to customerservice@fountainutilities.org*

*This is only necessary if you, the owner, have been living in the home. City of Fountain will *not* keep an automatic Landlord Revert on file. Alliance Property Management will ensure a new form is submitted each time a tenant vacates.

Widefield Water & Sanitation District:

Call Customer Service at (719) 390-7111 to set up your landlord account.

Security Water & Sanitation District:

Call Customer Service at (719) 392-3475 to set up your landlord account.

Black Hills Energy:

Download the form labeled "Landlord Revert – BHE," and fill out/sign. Email the completed form with a copy of your SIGNED Property Management Agreement to bhecustomecorr@blackhillscorp.com.

*If you prefer, you can complete an electronic submission form on their website here:

<https://www.blackhillsenergy.com/landlord-info/landlord-services-forms/contract-form>

Woodmen Hills Metro Water District:

Call Customer Service at (719) 495-2500 to set up your landlord account.

Donala Water & Sanitation District:

Call Customer Service at (719) 488-3603 to set up your landlord account.

Town of Monument Water & Sanitation District:

Call Customer Service at (719) 481-2954 to set up your landlord account.