



**AUTHORIZATION TO RELEASE INFORMATION AND/OR AUTHORIZE TO TURN SERVICE ON/OFF.**

As the provider of the water/storm water service utility to the Cañon City community, the City of Cañon City is bound by certain privacy requirements. Information regarding a utility account cannot be released to anyone other than the property owner, (the holder of the account). Likewise, the City cannot honor a request for service, such as turn on or shut off of service, by anyone other than the property owner.

Authorization to third party: Information may be released and changes in service may be ordered by any individual other than the property/account owner when the City receives the written permission of the property/account owner. For your convenience, this form is provided to authorize the City to release information to, or accept the order for service from, any individual, company, or group that you may wish to have access to your information.

Property/Account Owner Name: \_\_\_\_\_

Address of Account: \_\_\_\_\_

I hereby authorize the City of Cañon City Water Department to release my water usage and billing information to the below listed individuals. This release also authorizes any of the below indicated individuals to order turn on and shut off services at my service address.

**Name and Address required**

Realtor \_\_\_\_ Property Manager \_\_\_\_ Tenant \_\_\_\_ Family Member \_\_\_\_ Other \_\_\_\_

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

Address: \_\_\_\_\_

**( ) Please check here if bill is to be mailed to third party address listed in this section.**

**Emergency Contact Only:** The below listed individual(s) has my authority to issue an order for turn on/shut off activities in emergency circumstances when I cannot be reached. This release does not extend to billing and usage account information.

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

Address: \_\_\_\_\_

This release shall be in effect until otherwise provided, in writing, by the property/account owner.

Signature of Account Holder: \_\_\_\_\_ Date: \_\_\_\_\_