

Signing for Utilities at Riverdale City, Utah

Owners:

When you purchase a home in Riverdale, you will need to provide:

- 1. The settlement statement or deed (after closing) to show proof of ownership.**
- 2. Bring your driver's license for proof.**
- 3. Complete and sign the utility application at the Civic Center address: 4600 South Weber River Dr. Riverdale, Utah 84405.**

If you cannot come to the Civic Center (only if you live more than 30 minutes from Riverdale City) you may email or fax all of the above information, and the utility application must be notarized. You will need to send a copy of your driver's license.

If you fax or email the settlement statement we ONLY need the page that shows your name and the service address and the closing date.

Fax 801-399-3571 or 801-399-5784

Tenants/Occupants (Non-Owners):

Riverdale City no longer puts the property in the tenant's name as of 3/15/11. The Owner/Agent of the property will need to:

- 1. Complete a current occupant form (found on web site at www.riverdalecity.com) with Owner/Agent and the renter/occupant information all listed on the form, the date effective, and the Owner/Agent needs to sign and date form.**

(The same applies to businesses that are leasing/renting to tenants/occupants/businesses)

Property management

companies/managers/realtors/agents—acting on behalf of the owner:

Riverdale City needs from the property manager/realtor/agent:

- 1. A copy of the owner's settlement statement or deed.**
- 2. A signed/completed utility application—(notarized if emailing or faxing) signed by the owner or agent.**
- 3. A letter signed by the owner stating that the (property management company/manager/realtor/agent) has the owner's approval to do all the paperwork on their behalf.**