



Tenant Move-Out Responsibilities

Town of Santa Fe: Call for a **final meter reading**, give your **forwarding address** for the final bill. The water bill needs to **revert back to the owner** in care of Landseer Management.

PNM: Call to request final bill and give PNM the date you will be moving out.
REVERT UTILITIES BACK TO OWNER

New Mexico Gas: To transfer service to another address or to voluntarily terminate service, contact them as soon as possible to avoid gaps in service or additional charges due to billing cycles. **REVERT UTILITIES BACK TO OWNER**

Please provide Landseer receipts of all cleaning i.e. carpet, chimney and general

Keys/Gate Openers/Passes: Return to Landseer, after which, Landseer will do the move out inspection.

Security Deposit: Will be refunded within 30 business days from the date of move out.

Phone Numbers

New Mexico Gas: 1-888-NMGASCO (1-888-664-2726)

PNM Customer Service: 1-888-DIAL-PNM (1-888-342-5766)

City of Santa Fe Water Refuse (505) 955-4333

Landseer Management: 988-7244