

# Olivehurst Public Utility District



## APPLICATION FOR SERVICE

Per Ordinance 210 (12/2010), Landowners are responsible for all accounts. Tenants may sign-in as the customer of record, with the Landowner's consent. The Landowner must have completed and have on file a "Landowner Guaranty and Consent" for each new tenant before the service will be placed in the Tenant's name. If the Tenant signs in for service, the Landowner may request a copy of the monthly bill. Landowner remains responsible for the account, including any delinquent charges and penalties due from Tenant. A separate application is required for each service address and a new application is required from each successive Tenant. Landowners are not required to execute a new application, but a new Landowner Guaranty and Consent is required for each successive Tenant who will be a customer of record.

All new accounts or transfers of service will be charged a **non-refundable \$25.00 Service Fee**; this charge appears on the first month's bill. Documents establishing proof of ownership, such as, a valid purchase agreement and a valid picture ID, must be presented to our office (in person or by notarized statement) **within 10 days** or service may be discontinued. If a tenant is signing into service as the customer of record, a completed Landowner Guaranty and Consent must be on file.

**Rates • Billing Cycles • Administrative and Delinquency Fees:** See attached Water and Sewer Service Fact Sheet

**Discontinuance of Service:** If you move out of the Olivehurst Public Utility District, please notify our Business Office in writing (Sign-out for Service Form) to close your account. If you do not notify the Business Office, your service will continue and you will held responsible for charges that continue to accrue.

### **Customer/Landowner Acknowledgements:**

I have read the accompanying Water and Sewer Service Fact Sheet and understand my billing cycle. I also understand that I am required to pay my bill on time and in full each month even if I do not receive a bill \_\_\_\_\_ (Customer initials).

The undersigned subscriber wants you to furnish water and/or sewer service at the premises noted hereon and promises to pay you therefore in accordance with your current schedule of rates which shall from time to time be legally in effect for the purpose for which the service is to be used hereunder, and to conform to and abide by your rules and regulations in force.

DATE: \_\_\_\_\_ NAME: \_\_\_\_\_

SERVICE ADDRESS: \_\_\_\_\_

BILLING ADDRESS (IF DIFFERENT): \_\_\_\_\_

EFFECTIVE DATE to START SERVICE: \_\_\_\_\_ PHONE #(s): (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

EMAIL: \_\_\_\_\_

OWNER,  REALTOR/PROPERTY MGMT,  TENANT\*\*\*If not owner, provide Owner's name and contact information \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

SEND A COPY OF BILL TO "TENANT/OWNER" – I ACKNOWLEDGE THAT THERE WILL BE AN ADDITIONAL CHARGE OF \$1.75 PER MONTH \_\_\_\_\_ (CUSTOMER INITIALS)

<u>OPUD BUSINESS OFFICE USE ONLY</u>		<b>ACCOUNT #:</b> _____	
Service fee applied	<input type="checkbox"/>	_____	Initials
Mailing address updated (Zip + 4 and Carrier Route)	<input type="checkbox"/>	_____	Initials
Billing address updated	<input type="checkbox"/>	_____	Initials
Deposit on File _____ NO _____ YES	<input type="checkbox"/>	_____	Initials
•Transferred to New Acct			
Status date verified	<input type="checkbox"/>	_____	Initials
Received Signed Landowner Guaranty if tenant sign-in	<input type="checkbox"/>	_____	Initials
Work order to turn on water	<input type="checkbox"/>	_____	Initials
ID Verification	<input type="checkbox"/>	_____	Initials
Owner/Property Management Verification	<input type="checkbox"/>		
•County Website Viewed _____ or Closing Doc Copy _____			Initials
<b>Application Processed by:</b>		_____	Initials