

Humboldt Community Services District Water/Sewer Service Agreement

Please complete all requested information. Incomplete forms may result in delayed processing.

SERVICE INFORMATION	Type of Service: Commercial _____ Residential _____ Other _____	Number of units served: _____
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Service Address:	Effective Date:
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Please mark the appropriate box:
 I am a Renter or Tenant at this service address I am an Owner or Property manager of this service address

If Renter or Tenant, please provide the Name of Owner or Property Manager:	Owner/Manager Phone:
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CUSTOMER INFORMATION

Customer Name(s):

Name #1

Name #2

Driver License #: _____	State: _____	Birth Date: _____	S.S.#: _____
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DL #1	- -
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DL #2	- -
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Home Phone:	Cell Phone:
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Mailing Address (if different from Service Address):	City / State / Zip:
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EMERGENCY CONTACT INFORMATION

Employer	Work Phone:
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Relative or Friend	Phone:
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By accepting and signing this Service Agreement, applicant agrees to comply with the Humboldt Community Service District Code and the Uniform Plumbing Code. HCSD retains sole ownership of all pipe and fittings from the water main up to and including the meter and water valve located in the meter box, which is for District use only: damage caused by unauthorized use resulting in repairs may be billed to the customer. Customer is responsible for the service line beyond the meter, including consumption due to leaks. Applicant (Customer) agrees to accept such conditions of pressure and service as provided by the distribution system at service location and to hold HCSD harmless for damages arising out of low- or high-pressure conditions or interruptions of service, including pressure below 20 psi.

Applicant (Customer) agrees to pay all charges within 30 days after billing date up through the date termination of services is requested. Late payments are subject to a penalty and/or interest. HCSD reserves the right to terminate services in the event of non-payment, which may result in additional deposit and fees.

Is there a private well or improved spring on or serving this property? **Yes** **No**

New Account Fee \$35.00 is billed to account Security Deposit: **\$200.00** (See page 2 for additional security deposit information)
 Checks are made payable to: **H.C.S.D.** or **pay online at www.humboldtcsd.org**

Signature

Date

Spouse/Co-Tenant Signature (If applicable)

Date

Please return the completed and signed agreement to us via one of the following options:

Mail: P.O. Box 158, Cutten, CA 95534 / FAX: (707) 443-0818 / Deliver to District Office: 5055 Walnut Drive, Eureka

**Humboldt Community Services District
Water/Sewer Service Agreement**

All valves must be closed before service can be turned on at the property. The District representatives will turn the water service back off if it appears that water continues to run somewhere in the house or on the property.

Proof of tenancy: Property owners signing up for service are required to provide proof of ownership (Deed, property tax bill, or mortgage bill). Property managers signing up for service are required to provide proof of property manager relationship. Renters/tenants signing up for service are required to provide a Rental Agreement or other documentation signed by or originating from the Owner or Property manager verifying that they are a tenant at the service address.

Water Backflow Device may be required: If a private spring or well, water holding tank, private water booster station, landscape sprinkler system or fire sprinkler system exists on the property, a water backflow prevention device will be required according to the California Administrative Code, Title 17, Article 3, Section 7603.

Security Deposit: A \$200 security is required for accounts signing up for Water/Sewer service. A \$100 security deposit is required for accounts signing up for Water-only service. The security deposit will be refunded to your account after 1 year of on-time payments or when the account is closed, whichever comes first. An additional security deposit may be required if service is discontinued for nonpayment, or for accounts with a history of late payment.

This security deposit requirement may be waived if the customer has had prior service with the District with timely payments within the previous 2 years, by signing up for Automatic Payment, by providing the district documentation showing a history of on-time payments from another recognized utility provider, or by providing the district with proof of a positive credit rating (score above 670) from a recognized credit reporting agency.

Returned Check Fee: In the event that a payment check is returned by the payer's bank (for insufficient funds, closed account, stop payments, etc.) the customer's account will be charged an additional \$25.00 service fee. The District may refuse payment by personal check and instead require payment by cash, money order, cashier's check, or credit card if a customer has 2 or more returned checks in any 12-month period.

Monthly Billing: Utility accounts are billed every month and are due upon presentation. The bill becomes delinquent 20 days after the billing date and subject to a 10% penalty. If payment is not received after 45 days from the billing date, a final notice will be mailed indicating a service discontinuation date for nonpayment. Payment to restore service that has been discontinued for nonpayment will include all past due charges, current charges, penalties, and a reconnection fee (\$40 for the first occurrence, \$65 each occurrence thereafter).