



# Owner/Tenant Billing Agreement

Please return this completed application to Citrus Heights Water District

6230 Sylvan Rd, Citrus Heights CA 95610-5610

PO Box 286, Citrus Heights CA 95611-0286

Fax (916) 725-0345

Voice (916) 725-6873

Email [Custserv@chwd.org](mailto:Custserv@chwd.org)

Date of Application: \_\_\_\_\_ Effective Date: \_\_\_\_\_ Account Number: \_\_\_\_\_

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

I request the billing for water service as identified above, be mailed to:

## Tenant Information

Please Print Clearly

Tenant Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
*(if different than Service Address)*

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone #1: \_\_\_\_\_ Phone #2: \_\_\_\_\_

## Owner Information

Property Owner's  
Account Number: \_\_\_\_\_

Property Owner Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Work Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

By State Law, Citrus Heights Water District (CHWD) looks to the land that received the service for payment. For this reason, CHWD requires the Owner to keep the account in their name, but as a courtesy, CHWD will bill their tenants. As a result, CHWD requires a deposit, in the amount of **\$225.00**, on all locations that are tenant occupied and are billed to the tenant as directed on the Owner/Tenant Agreement. It is the responsibility of the Owner to pay the deposit. The deposit will be retained for the duration of this agreement and any subsequent Owner/Tenant Agreements until the bill is changed back into the Owner's name. At that time, the Owner must make a written request for the refund of the Deposit balance. Any outstanding balance on the account must be paid in full prior to the refund. Interest will be credited to the deposit account on a quarterly basis.

If the Tenant fails to pay any outstanding balance, the Owner may be responsible for any past due amount and any additional fees that have been incurred, including late-payment penalties, turn-off notice service charges and a Disconnect/Reconnect service charge as set forth in the District's current *Water Rates and Miscellaneous Charges and Fees*. The District also has the right to place a Certificate of Lien on the parcel or pursue other collection opportunities

I have read and consent to the terms of this agreement, including payment of the required deposit to complete this process.

\_\_\_\_\_  
Property Owner's Signature

\_\_\_\_\_  
Date

### For use by CHWD only

Account # \_\_\_\_\_ Tenant CID#: \_\_\_\_\_ Date App Received: \_\_\_\_\_

App Rcv'd by: \_\_\_\_\_ SO #: \_\_\_\_\_ Date of S/O: \_\_\_\_\_

Mtr Read by: \_\_\_\_\_ Reading: \_\_\_\_\_ Date of read: \_\_\_\_\_

Cycle: \_\_\_\_\_ Completed by: \_\_\_\_\_ Date S/O Completed: \_\_\_\_\_