



Commercial Owner/Business Tenant Billing Agreement 2026

Please return this completed application to Citrus Heights Water District

PO Box 286, Citrus Heights CA 95611-0286

Fax (916) 725-0345

Voice (916) 725-6873

Email Custserv@chwd.org

Date of Application: _____ Effective Date: _____ Tenant's Account Number: _____
(For use by CHWD only)

Service Address: _____

Please Check Applicable
Box(es)

Metered Water

☐

Fire Service

☐

I request the billing for water service and/or fire service as identified above, be mailed to:

Business Tenant Information

Please Print Clearly

Business Tenant: _____

Bill To Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone #1: _____ Phone #2: _____

Email Address: _____

Property Owner Information

Property Owner's Account Number: _____ Bill to Acct. No. (if Different): _____

Property Owner: _____ Home Phone: _____

Mailing Address: _____ Work Phone: _____

City: _____ State: _____ Zip Code: _____

Email Address: _____

By State Law, Citrus Heights Water District (CHWD) looks to the land that received the service for payment. For this reason, CHWD requires the Property Owner to keep the account in their name, but as a courtesy, CHWD will bill the Business Tenant. As a result, CHWD requires a **Deposit**, in the amount of **\$314.00 on each account #**, that are tenant occupied and are billed to the tenant as directed on the Commercial 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.

If the Business Tenant fails to pay any outstanding balance, the Property Owner will be responsible for any past due amount and any additional fees that have been incurred, including late payment penalty 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 Water Lien on the parcel or pursue other collection opportunities. Per Policy 7170.01: Past due bills not paid by the tenant will be transferred back to the property owner after 3 months past due. Property Owners are welcome to call **(916) 725-6873** to check the status of their account(s).

By completing and signing this agreement, the Property Owner is authorizing CHWD to bill directly the above Business Tenant for metered water service, fire service, or both as selected above. It is the Property Owner's understanding that all facilities that are on the building side of the District's control valve are owned and maintained by the Property Owner who assumes any attendant liability for said facilities. If you have questions regarding billing please contact us at (916) 725-6873.

I have read and consent to the terms of this agreement.

Property Owner's Signature

Date

For use by CHWD only

Cycle: _____ Tenant CID #: _____ Date App Received: _____

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

Mtr Read by: _____ Reading: _____ Date of read: _____

Completed by: _____ Date S/O Completed: _____