



NOTICE TO LANDLORDS AND TENANTS REGARDING RENTAL PROPERTY

1. All owners of property served within the District are the ultimately responsible party for payment of the account, and remain responsible irrespective of any tenancy.
2. The District WILL NOT seek collection for final payment from ANY previous tenant. Unpaid balances, if any, will revert to the landlord.
3. The property owner/landlord's name and/or Management Agency will remain on file at all times. A signed Billing Authorization Form must be on file from each landlord acknowledging the receipt of and agreement to the terms of this notice.
4. A new tenant's name will be added to the account only after the property owner, the Management Agency or the new tenant have notified us. At all other times, billing statements will be sent to the landlord or Management Agency.
5. When a tenant's name has been added to the account, monthly billing statements will be sent to the service address, or the mailing address specified by the tenant. All new tenants will receive a status of the account as well as a copy of this notice.
6. In order for the landlord to receive information regarding the billing account once transferred to the tenant's name, landlord and tenant must both fill out and sign the appropriate sections of the Billing Authorization Form. A new Billing Authorization Form must be submitted for each new tenant for which the landlord wishes to receive account information.
7. Any account that becomes 60 days and \$75 past due is subject to shutoff per District Policy. In such cases, a shut off notice will be mailed to the tenant. If a Billing Authorization form authorizing the landlord to receive the current tenant's billing account information is on file, a copy will be sent to the landlord. If no authorization form is on file from the current tenant, the landlord will receive a notice indicating the account is past due and subject to shut-off, but containing no account details. The tenant, landlord, or Management Company can call the office by the due date on the notice to prevent shutoff and any related charges.
8. Once the account is in a tenant's name, the tenant is authorized to notify the District of their move-out date. The tenant's name will be removed from the account, a final read and billing statement will be sent to both tenant and owner/Management Agency within 48 hours of the move-out date or notification, whichever date is later.
9. The District must receive notice at least 48 hours prior to the move-out date from either the tenant or the owner/Management Agency, as applicable.
10. Move out dates cannot be "back-dated." All changes to account information will be processed up to 48 hours after being notified, if received after the move-out date. All discrepancies between the owner and tenant as regarding any portion of a bill prior to the move-out or notification date must be resolved between the owner and tenant.

If you have any questions, please call the Billing Department at the number below.

BILLING AUTHORIZATION FORM

email request to transfers@lefthandwater.org



RENTAL PROPERTY SERVICE ADDRESS: _____

PROPERTY OWNER(S)

Name(s) : _____
Mailing Address: _____

Telephone #: _____
Email &/or FAX#: _____

MANAGEMENT AGENCY (if applicable)

Agency Name: _____
Agency Address: _____

Contact Name: _____
Agency Telephone #: _____

PLEASE CHECK IF THE MANAGEMENT AGENCY IS FOR EMERGENCY CONTACT ONLY

TENANT(S)

Name(s): _____
Mailing Address (if different from service address above): _____

Telephone #: _____
Alternate (cell) #: _____
Email &/or FAX#: _____

Move in Date _____

This Billing Authorization does not waive any owner's responsibility for payment on their account and to remain responsible even when tenant occupied. The District **WILL NOT** seek collection for final payment from any previous tenant or Management Agency. Water service is subject to shutoff after an account is 60 days and \$75 past due per District Policy. See attached document for further information as to owner responsibility.

ACKNOWLEDGEMENTS:

LANDLORD(S)

I (we) acknowledge receipt of the Notice to Landlords and Tenants Regarding Rental Property, and agree to the terms and conditions set forth therein:

Property Owner Signature (s) _____ Date: _____
_____ Date: _____

TENANT(S)

I (we) acknowledge receipt of the Notice to Landlords and Tenants Regarding Rental Property, and agree to the terms and conditions set forth therein. I (we) authorize the District to release billing account information to Landlord:

Tenant Signature (s) _____ Date: _____
_____ Date: _____

TO BE COMPLETED BY LEFT HAND WATER DISTRICT

PARCEL ID _____ A/C # _____ A/C BALANCE _____

TENANT NAME ADDED TOA/C _____ BY _____ DATE _____