

LOS ANGELES COUNTY PUBLIC WORKS WATERWORKS DIVISION



CUSTOMER ORDER FORM

www.lacwaterworks.org

1-877-637-3661

900 South Fremont Avenue Alhambra, CA 91803 (626) 300-3335 (626) 300-3385 FAX 260 East Avenue K8 Lancaster, CA 93535

(661) 723-7027 FAX

23533 Civic CenterWay Malibu, CA 90265

(310) 317-4674 FAX

NOTE: Where there has been a change in property ownership or tenancy, thereafter, the water service is temporary and subject to shutoff without further notice pending satisfaction of Waterworks Division requirements. The water service can only become permanent upon satisfaction of Waterworks Division requirements, including payment of outstanding bills, completion and signing of this form, and presentation of verifiable proof of ownership.

ERVICE ADDRESS:		CITY:		ACCOUNT NO	
DO YOU HAVE (OR EVER HAD) A WATERWOR	RKS DISTRICT ACCOL	INT:NOYES IF SO	O, ADDRESS		
This is a "Customer Order Form for the Los Angel certain conditions). The purpose of this form is for the property's water bill in accordance with Marina del Rey Water System as given on the document verifying proof of ownership before pent of not on file with Waterworks Division, water servenant designated as the payer. If this is the cast bill at all times. NOTE: Tampering with Waterworks Division I (WE) THE OWNER(S) OF THE PR THE WATER BILLS FOR THIS LOG	to provide Waterworks Rules 1-H-22, 1-H-2 reverse. The Custom ermanent water service rice will be subject to d se, the payer is also to equipment may resu OPERTY AT THI	Division with correct billing info 5d, and 1-H-26d of the Rules er Order Form must be compl can be provided. Owner ident iscontinuance without further n sign the form before it is return It in meter removal and the re	ormation and to notify the pr and Regulations of the Lo eted, signed, and received ification with signature is als otice. The owner may requ ed to Waterworks Division. I equirement that repair cha	operty owner that he/she is one of the she is she angeles County Waterworks Division, income of the she is one of the she is of the she is one of the she is one of the she is of the she is of	ultimately responsible orks Districts and the cluding an acceptable roperly signed form is one else, such as the eresponsible for the e is restored.
IMARY OWNER (PLEASE PRINT) DRIVERS L		LICENSE NO. STATE SIGNATURE			
SECONDARY OWNER	DRIVERS LICENSE NO. STATE		SIGNATURE		
MAILING ADDRESS		CITY	STATE	Z	IP CODE
HOME TELEPHONE NO.	CELL NO.	BUSINESS NO.	IO. *OPT-IN TO RECEIVE URGENT NOTIFICATIONS? YES		
E-MAIL ADDRESS:			ASE DATE DATE SIGNED		
Enclose either a copy of the recorded Grant De other document is not available due to recent pure names of prior and new owners will be accepte	urchase, a letter from th	ne Escrow Company stating the	e Deed has been recorded t	transferring interest and givi	
(WE), THE TENANT/PAYER, AM WATER BILL FOR THIS LOCATIO		HAT THE OWNER HAS	DESIGNATED ME	(US) TO RECEIVE AI	ND TO PAY THE
FENANT/PAYER NAME (PLEASE PRINT)	DRIVERS	LICENSE NO. STATE	SIGNATURE		
SECONDARY TENANT	TENANT DRIVERS LICENS		SIGNATURE		
MAILING ADDRESS		CITY	STATE	Z	IP CODE
HOME TELEPHONE NO.	CELL NO.	BUSINESS NO.	*OPT-IN TO	RECEIVE URGENT NOTIFIC	ATIONS? YES
E-MAIL ADDRESS:		DATE SIG	GNED MOVE	IN DATE	

*OPT-IN: By agreeing to this, I confirm I consent to receive telephone calls, e-mails, and/or text messages from the Los Angeles County Waterworks Districts including, but not limited to, urgent and regulatory drinking water quality sampling notifications. Wireless and text message fees may apply from your mobile service provider.

RULE 1-H-22

CUSTOMER ORDER FORM: No charge will be made for the mere turning on of the water supply upon the opening of a new account for any kind of service. An application form provided by the District must be signed by the applicant. Such application will be known as "**CUSTOMER ORDER FORM**" and shall contain the following provisions:

- 1. Applicant shall agree to accept the services applied for subject to the Rules and Regulations of the District and to pay theretofore at regular rates. Should the applicant subsequently cancel one or more items of services such cancellation shall not change or affect the items of his application in respect to the remaining item or items of service.
- 2. When a customer/applicant has requested water service to be initiated (turned on) or discontinued (turned off), the District requires at least one (1) working day (24 hours) advance notice. The provisions of the application obligating the applicant to accept and pay for service shall remain in force until said notice is given and the customer is obligated to pay all bills in full to date of receipt of said notice by the District.
- Applicant shall further agree to assume all liability for any damage occurring on the premises served, or elsewhere, by reason of open faucets, faulty fixtures, or broken pipes at or after the time when service is turned on whether or not at the time of turn on there was a responsible person on the premises.

Whenever there is a change in customer status through change in ownership or tenancy of a premise, there shall be filed with the District a **Customer Order Form** signed by the owner and by the tenant where applicable. For the Marina del Rey Water System, the lessees are considered to be "owners" for the purpose of this sub-rule.

The **Customer Order Form** will be furnished by the District to the new customer or the customer's agent or representative for the customer, if not the owner, to obtain the owner's signature. Should the new customer not be the owner of the premises and the owner's signature cannot be obtained prior to the new customer occupying the premises and requiring water service, the District will accept a **Temporary Customer Order Form** signed by a person who is an authorized agent or representative of the owner. The **Temporary Customer Order Form** must be replaced by a **Customer Order Form** signed by the owner within thirty (30) days following the commencement of service. Should there not be a valid **Customer Order Form** on file with the District, water service to the premises may be subject to discontinuance at the option of the District.

Service may be denied a new applicant if he fails or refuses to provide necessary billing information, such as the name of the previous owner, realtor or broker handling the transaction, or some responsible party who has managed or will manage the property.

Should the owner of the premises redesignate by **Customer Order Form** at any time the water bill is to be delivered to any other address, the District will endeavor to do so as of the next bill.

The **Customer Order Form** when filed with the District is to be accompanied by a document verifying proof of ownership of the premises by the owner who signed the form. Should such document not be readily available, the District will accept temporarily, in lieu of, a letter from a bank or escrow service company stating the name of the owner and the date ownership began. The property ownership document must then be filed with the District within sixty (60) days or the water service will be subject to discontinuance thereafter without further notice. Proof of ownership documents shall be in the form of acceptable title documents.

Should the District not receive the **Customer Order Form** and the ownership verification document within the time period allowed, the District may initiate service termination proceedings similar to that given in Rule I-H-26g, including requiring payment of the reconnection and restoration charge.

RULE 1-H-25d

Unless the applicant for water service specifies otherwise to the District, all bills will be mailed to the same address to which water service is furnished.

The District may at its option and upon written request of the owner (where the bill is designated to be sent to a tenant or agent at an address different than the owner's address) send the owner a duplicate copy of any bills of the premises.

Upon written request by the applicant or customer, the District will render up to a triplicate billing for an account on a regular basis until notified to do otherwise.

RULE 1-H-26d

Water bills may be addressed in the name of the property owner or other person in possession of the property served or the applicant for water service. The addressee of the water bill shall be primarily responsible for payment thereof, but the District reserves the right to hold the property owner ultimately liable for water service furnished to the premises subsequent to the date of purchase by the owner.

All water bills sent to a tenant, a lessee, a person buying property on term contract (option to buy) shall remain ultimately the owner's responsibility. Should property under contract go into foreclosure or should said contract be returned to the owner, such water bills shall ultimately remain the owner's responsibility.

"Date of purchase shall be defined as being the date of document transferring title to parcel of property from the prior owner to a new owner. Date of closure of escrow for transferring title to a premise may be accepted by the District in lieu of the "Date of Purchase." Changes in name and reorganization of companies owning property shall be not considered as being a change in ownership.

All water bills incurred by a premise prior to a date of purchase shall be the responsibility of the owner of the premises subsequent to the date or purchase.