

Account Number: _____

Property Address: _____

General Manager
Paul Helliker

I am the owner of the property referenced above and am requesting that all bills for District water service be sent to the following property manager effective _____
(date)

(property manager name/management company)

(property manager mailing address)

(contact person & telephone number / e-mail)

I understand that this change will become effective for the next billing after receipt of this request. Water service for this property is billed bi-monthly on a metered rate. It is based on the current base service charge per day and the number of days between meter reads. Consumption is based on actual usage and is billed at the current rate per unit of 100 cubic feet (748 gallons), which is in addition to the bi-monthly service charge.

- A reminder notice is mailed to the property manager roughly 35 days after the bill date if payment is not received.

_____ **Check here if you, as the owner, would also like to receive a copy of this reminder notice.**

- The occupant may elect to pay the amount due to avoid a possible Late Fee but must pursue any reimbursement of such payment from the property owner or property manager directly. The District will not be liable for any damages resulting from a failure by any responsible person's failure to pay any bill for water service when due.

NOTE: Dates will vary based on weekends and Holidays.

- By default, the tenant will not receive a bill to the service address when a property manager is on file.

_____ **Check here if you, as the owner, would like to authorize bill copies to be sent to the tenant at the service address (the bill will be addressed to "San Juan Water District Customer").**

I further understand that, as the Property Owner, I am responsible under California Law and District ordinance to pay any outstanding water bills if the property manager defaults on any balance owing, including any late fees assessed or penalties due. *If a payment is not received, any past due balances will be submitted to the County as a Tax Roll Lien against your property.*

Property owners are solely responsible for advising the District of any changes in addresses or phone numbers of property managers and tenants to ensure that the District's account records are kept up to date and accurate.

(owner signature)

(print owner name)

(owner mailing address)

(owner telephone number)

(owner email address)