Policy Directive Allowing Property Management Companies and Leasing Agencies to Act on Behalf of Property Owners When Establishing Water Service with the City.

Purpose:
Provide an option for Property Management Companies and Leasing Agencies to be treated as property owners when establishing water service with the City.

Policy:
Per Section 13.12.100 Bills-Owner and Tenant Responsibilities of the City’s Water and Sewer Ordinance, the City shall require proof of legal property ownership or tenancy along with a valid identification to establish a water service billing account.
For proof of legal property ownership and tenancy, unless the property owner establishes the account under their name, they must accompany their tenant or provide a notarized document authorizing and confirming their tenant’s lease for the property.
Property Management Companies and Leasing Agencies are already authorized to act on behalf of their property owners per their individual contract and thus would be treated as property owner when it comes to establishing water service with the City.

Procedure:
Property Management Companies and Leasing Agencies are allowed to represent and be treated as property owners under the following conditions:

They must provide us with the completed notarized form from their property owners authorizing them to act on their behalf. They must use the notarized form as provided by the City (only the original form will be accepted). A property owner can list multiple properties on the document. This notarized document will be kept on file with the City for reference and must be updated every 2 years.

In addition, the City should be able to verify the property owner's name in the county's records; otherwise the property owner must show proof of ownership by providing necessary documents of title transfer.

Establishing Water Account under their Company Name.
✓ They must provide the notarized form from the property owner authorizing them to act on their behalf.
✓ They must provide us with their Federal Tax Identification number.
✓ They must have a current business license with the City.
Establishing Water Account under the Tenant’s Name.

✓ They must provide the notarized form from property owner authorizing them to act on their behalf.
✓ They must have a current business license with the City.
✓ Unless they accompany the tenant, they must provide notarized document authorizing and confirming the tenant’s lease for the property.

As it applies to water accounts established under the tenant’s name, the security deposit requirement shall also apply to water accounts established under the Property Management Company or the Leasing Agency who are new to the City with no previous payment history or have had previous water accounts but have not promptly paid their water bills for at least 12 consecutive months prior to establishing for a new account. Any past due balances on accounts under the Property Management Company, Leasing Agency, or the tenant must be paid before any new account is established.

ATTACHMENT:

- Notarized Form (Verification of Property Ownership and Lease)
CITY OF PITTSBURG
Water Department
65 Civic Avenue, Pittsburg, California 94565-3814
Telephone: (925) 252-4940

WATER ACCOUNT APPLICATION

Open Account Under:  □ Owner  □ Tenant  □ Agency

SERVICE ADDRESS: ____________________________________________________________

*** OWNER INFORMATION ***

First Name: ___________________ Last Name: ___________________
Mailing Address: ________________________________________________________________
Home Phone: ___________________ Cell Phone: ___________________
Driver’s License Number or Social Security Number: ____________________________

Owner Signature: ___________________ Date: __________
*I, the property owner, am aware that I will be held responsible for any unbilled water usage prior to the tenant/agency’s date of occupancy. NOTE: Proof of ownership may be required if owner’s name is not updated in the county’s records in parcel quest.

*** TENANT INFORMATION ***

Date of Occupancy: ___________________
First Name: ___________________ Last Name: ___________________
Secondary Tenant (If Applicable): ___________________
Mailing Address: ________________________________________________________________
Home Phone: ___________________ Cell Phone: ___________________
Driver’s License or Social Security Number: ____________________________
Secondary Tenant Driver’s License or Social Security Number: ____________________________

Tenant Signature: ___________________ Date: __________
Owner Signature: ___________________ Date: __________
*I, the property owner, confirm and authorize above tenant’s occupancy of my property. In the property owner’s absence, please enclose ORIGINAL notarized documents (pages 3 & 4 Verification of Property Ownership and Lease) with the application.

*** AGENCY INFORMATION ***

Date of Agreement: ___________________
Company Name: ___________________
Primary Contact Person: ___________________
Mailing Address: ________________________________________________________________
Business Phone: ___________________ Cell Phone: ___________________
Company Tax I.D. Number: ___________________
Agency’s Representative Signature: ___________________ Date: __________
Owner Signature: ___________________ Date: __________
*I, the property owner, confirm and authorize above Agency’s management of my property. In the property owner’s absence, please enclose ORIGINAL notarized documents (pages 3 & 4 Verification of Property Ownership and Lease) with the application.
CUSTOMER RESPONSIBILITIES:

- I hereby request water service at the premise designated, and agree to pay at the rate as prescribed by the City’s Water/Sewer Ordinance and resolutions now in effect.

- All bills are net upon receipt and payments received after the due dates will incur a penalty of 10% of the bill.

- Service may be terminated with an outstanding balance of over 45 days. In order to restore service, the past due amount must be paid in full and a fee paid for reconnection of service as established by the City’s Ordinance and Resolution.

- I will keep the meter(s) accessible at all times and will not restrict access by locking doors, fences, or by placing animals or other barriers in the yard which would unreasonably restrict access to the meter.

- I shall be responsible for all service charges relating to this application until the date I notify the City of Pittsburg for the discontinuation of these services. A confirmation number will be provided to ensure the request has been processed.

PRIOR ACCOUNT LIABILITY: (To Be Completed by Account Holder)

I hereby guarantee the City of Pittsburg that I do not have any water accounts that need to be cancelled and I do not have any outstanding balances owed on any previous accounts with the City. I understand that any undisclosed accounts will result in the City requiring an immediate payment of all past due balances, a $250.00 deposit, and/or disruption of water service at my new location.

I hereby request that my water service remain active at Pittsburg, California until I notify the water department on a future date for cancellation. I understand that leaving the account active in my name will result in my being billed for any water usage until I officially close the account in my name and receive a confirmation number from the City of Pittsburg. I further understand that any outstanding account balance of over 45 days at the above address can result in disruption of water service at my new location or all prior balances being sent to collections.

Customer Signature: ___________________________ Date: ________________________

*************** FOR WATER STAFF ONLY ***************

☐ Verified ID ☐ Check prior account history

☐ Verify ownership via Parcel Quest ☐ Deposit Paid

☐ Verified business license
VERIFICATION OF PROPERTY OWNERSHIP AND LEASE

SERVICE ADDRESS: ____________________________________________
* (Additional service addresses for property management and leasing agency may be listed at the back of the form).

*** OWNER INFORMATION ***

First Name: ___________________________ Last Name: ___________________________
Mailing Address: ___________________________
Home Phone: ___________________________ Cell Phone: ___________________________
Driver’s License Number or Social Security Number: ___________________________

NOTE: Proof of ownership may be required if owner’s name is not updated in the county’s records in parcel quest. Original paperwork is required. No faxed or photo copies will be accepted.

*** TENANT/AGENCY INFORMATION ***

Beginning Date of Contract/Occupancy: ___________________________
Tenant Name: ___________________________________________
Secondary Tenant (If Applicable): ___________________________
Property Management/Leasing Agency: ___________________________

Owner Signature: ___________________________ Date: ___________________________
I, the property owner, confirm the above information to be correct and authorize the above tenant’s occupancy at my property or the above agency to act on my behalf when establishing water service with the City. I am aware that I will be held responsible for any unbilled water usage prior to the tenant/agency’s date of occupancy.

NOTARY ACKNOWLEDGMENT

State of: ___________________________
County of: ___________________________

On this, the ______ day of __________, 20____, before me a notary public, the undersigned Officer, personally appeared ___________________________________________, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

In witness whereof, I hereunto set my hand and official Seal.

Signature: ___________________________________________ This area for official notary seal
My commission expires: ___________________________
Notary Name: ___________________________ Notary Phone: ___________________________
Notary Registration Number: ___________________________ County of Principal Place of Business: ___________________________
*Additional service addresses for property management and leasing agency:

SERVICE ADDRESS: ____________________________________________
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