



## **RAMONA MUNICIPAL WATER DISTRICT**

105 Earlham Street  
Ramona, CA 92065-1599

Phone: (760) 789 -1330  
Fax: (760) 788 - 2202

To: Owner of Property  
From: R.M.W.D. Customer Service Department  
Subject: Putting account into your tenant's name

In order to have water service billed in your tenant's name, the District requires the following:

1. The enclosed owner authorization form must be completed, signed and returned to the customer service department.

### **A NEW OWNER AUTHORIZATION FORM NEEDS TO BE COMPLETED EVERY TIME THERE IS A CHANGE OF TENANTS**

2. The customer reference form must be completed, signed by the tenant, and returned to the customer service department.

### **A NEW CUSTOMER REFERENCE FORM NEED TO BE COMPLETED EVEN IF YOU HAVE HAD PREVIOUS SERVICE WITH THE DISTRICT**

Enclosed is the owner authorization form you need to complete. When the necessary forms are received by the customer service department, the account will be put into your tenant's name and billing will be sent to them.

If you have any questions, please feel free to contact the customer service department at (760)788-2200, Monday through Friday between 7:30 and 4:00.



**RAMONA MUNICIPAL WATER DISTRICT**

105 EARLHAM STREET

RAMONA CA 92065

Office (760) 789-1330 Customer Service (760)788-2200 Fax (760) 788-2202

**TENANT CUSTOMER REFERENCE FORM**

ACCOUNT: \_\_\_\_\_ SERVICE ADDRESS: \_\_\_\_\_

PROPERTY OWNER: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PHONE: home \_\_\_\_\_ work \_\_\_\_\_ cell \_\_\_\_\_

**IF THE BILL IS TO BE SENT TO A TENANT OR LESSEE THE INFORMATION BELOW MUST BE COMPLETED:**

TENANT/LESSEE: \_\_\_\_\_ DATE OF RENTAL AGREEMENT: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PHONE: home \_\_\_\_\_ work \_\_\_\_\_ cell \_\_\_\_\_

\*\*\*\*\*

**PLEASE COMPLETE THE FOLLOWING INFORMATION:**

EMPLOYER: \_\_\_\_\_ PHONE \_\_\_\_\_

EMPLOYER ADDRESS: \_\_\_\_\_ HOW LONG: \_\_\_\_\_

SPOUSE NAME: \_\_\_\_\_

SPOUSE EMPLOYER: \_\_\_\_\_ PHONE \_\_\_\_\_

EMPLOYER ADDRESS: \_\_\_\_\_ HOW LONG: \_\_\_\_\_

\*\*\*\*\*

The undersigned agrees to assume responsibility for all charges on the account from the date of title or agreement. Any changes in the billing name, address, or phone numbers will be notified to R.M.W.D. The undersigned further agrees to notify R.M.W.D. when their responsibility ceases and to provide R.M.W.D. with a correct forwarding address for any closing bill to the account. If, at any time, the account is overdue, R.M.W.D. retains the right, after sufficient notice, to lock the water meter. The account will be charged any applicable late fees, deposit, and unlock fees, in accordance with district policy. If the charges remain unpaid R.M.W.D. retains the right to remove the meter and file a lien against the customer\*. To have a meter reinstalled would require payment of all fees applicable to install a new service.

The undersigned agrees to assume responsibility for fire/paramedic service fees and sewer service fees, if applicable, billed by R.M.W.D.

\*California Water Code section 72100 & 72102, allows R.M.W.D. to impose a lien when payment for water service is delinquent. The lien secures unpaid charges. You will be responsible for the unpaid charge, interest, and any associated fees, before the lien will be released. Consult your attorney for more information.

I/WE HAVE READ AND UNDERSTAND ALL OF THE ABOVE

\_\_\_\_\_  
Tenant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tenant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

**NOTE: Only Signature name(s) will be on account**



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### OWNER AUTHORIZATION FORM

ACCOUNT: \_\_\_\_\_ SERVICE ADDRESS: \_\_\_\_\_

PROPERTY OWNER: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PHONE: home \_\_\_\_\_ work \_\_\_\_\_ cell \_\_\_\_\_

NAME OF PROPERTY MANAGER (if applicable): \_\_\_\_\_

ADDRESS OF PROPERTY MANAGER: \_\_\_\_\_

TENANT OR LEASEE: \_\_\_\_\_

EFFECTIVE DATE OF RENT/LEASE AGREEMENT: \_\_\_\_\_

As owner of this property, receiving water, and services from the Ramona Municipal Water District, I hereby authorize R.M.W.D. to deliver to the tenant/lease, named above, billing for service from the effective date. This agreement will remain in effect until this tenant/lease vacates the property at which time the District is to be notified. This agreement may be terminated, in writing, by either myself or R.M.W.D. If, at any time, the account is overdue, R.M.W.D. retains the right, after sufficient notice, to lock the water meter. The account will be charged any applicable late fees, deposit, and unlock fees, in accordance with district policy. If the charges remain unpaid R.M.W.D. retains the right to remove the meter and file a lien against the customer\*. To have a meter reinstalled would require payment of all fees applicable to install a new service.

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**I UNDERSTAND THAT I WILL BE LIABLE FOR ANY UNPAID BILLING WITH THIS AGREEMENT PURSUANT TO CALIFORNIA WATER CODE SECTION 72100 & 72102.**

\_\_\_\_\_  
Signature of property owner Date

\_\_\_\_\_  
Signature of property owner Date

\*AS PROPERTY MANAGER, I AGREE TO NOTIFY THE RAMONA MUNICIPAL WATER DISTRICT IN WRITING WITHIN TEN DAYS OF TERMINATION OF MY CAPACITY TO ACT AS AGENT FOR THIS PROPERTY.