

Humboldt Community Services District

Dedicated to providing high quality, cost effective water and sewer service for our customers

Water / Sewer Service Agreement

Please complete all requested information. Incomplete forms may result in delayed processing.

SERVICE INFORMATION			
Type of Service:	Commercial <input type="checkbox"/>	Residential <input type="checkbox"/>	Other <input type="checkbox"/>
Is there a private well or improved spring on or serving this property?			Number of units served
Yes <input type="checkbox"/>			No <input type="checkbox"/>
Service Address:			Effective Date:
CUSTOMER INFORMATION			
Customer Name:			Primary Phone Number:
Person #1			Person #1
Person #2			Person #2
Secondary Phone Number :	Driver License or State ID:	State:	E-mail Address:
Person #1	Person #1		Person #1
Person #2	Person #2		Person #2
Mailing Address (if different from your service address)			
Street or PO		City/State/Zip:	
I am a Renter or Tenant at this service address <input type="checkbox"/>		I am an Owner or Property Manager of this service address <input type="checkbox"/>	
If you are a Renter or Tenant, Please provide Owner or Property Manager information:			
Owner or P.M. Name			Owner or P.M. Phone Number
EMERGENCY CONTACTS			
Name: _____		Phone Number: _____	
Can we discuss account details with this person?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
<p>Initial Here:_____ By accepting and signing this Service Agreement, applicant agrees to comply with the Humboldt Community Service District Code and the Uniform Plumbing Code. HCSD retains sole ownership of all pipe and fittings from the water main up to and including the meter and water valve located in the meter box, which is for District use only: damage caused by unauthorized use resulting in repairs may be billed to the Customer. Customer is responsible for the service line beyond the meter, including consumption due to leaks. Applicant (Customer) agrees to accept such conditions of pressure and service as provided by the distribution system at service location and to hold HCSD harmless for damages arising out of low- or high-pressure conditions or interruptions of service, including pressure below 20 psi.</p> <p>Initial Here:_____ Applicant (Customer) agrees to pay all charges within 15 days of bill postmark date up through the date of termination of services is requested. Late payments are subject to a penalty and/or interest. HCSD reserves the right to terminate services in the event of non-payment, which may result in additional deposit and fees.</p>			
New Account Fee \$35.00 is billed to account		Security Deposit is \$200.00 (See page 2 for additional information)	
Checks are made payable to H.C.S.D. or pay online at www.humboldtcsd.org or call (888) 798-9929			
Signature (Person #1): _____			Date: _____
Signature (Person #2): _____			Date: _____
Please return the completed and signed agreement to us via one of the following options:			
E-mail: customerservice@humboldtcsd.org /Fax: (707) 443-0818 /Mail: PO BOX 158, Cutten, CA 95534/Drop off: 5055 Walnut Dr, Eureka			

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All Valves must be closed before service can be turned on at the property. The District representatives will turn the water service back off if it appears that the water continues to run somewhere in the house or on the property

Proof of Tenancy:

Property owners signing up for service are required to provide proof of ownership (Deed, property tax bill, or mortgage bill).

Property managers signing up for service are required to provide proof of property manager relationship.

Renters/tenants signing up for service are required to provide a rental agreement, lease, or other documentation signed by or originating from the Owner or Property manager verifying that they are a tenant at the service address.

Water Backflow Device may be required:

If a private spring or well, water holding tank, private water booster station, landscape sprinkler system or fire sprinkler system exists on the property, a water backflow prevention device will be required according to the California Administrative Code. Title 17, Article 3, Section 7603.

Security Deposit:

A \$200.00 security is required for accounts signing up for Water/Sewer service. A \$100.00 security deposit is required for accounts signing up Water-only services. The security deposit will be refunded to your account after 1 year of on-time payments or when the account is closed, whichever comes first. An additional security deposit may be required if service is discontinued for nonpayment, or for accounts with a history of late payments.

The security deposit requirement may be waived by fulfilling any one of the following requirements:

- * The customer has had prior service with the District with timely payments within the previous 2 years
- * Signing up for Automatic payments. This can be done by going onto our website at www.humboldtcsd.org and clicking the Pay Bill button to create a login and set up automatic payments.
- * Providing the District with proof of a positive credit rating (score above 670) from a recognized credit reporting agency
- * Providing the District with documentation showing a history of on-time payments for a 2-year period from another recognized utility provider.

Returned Check/ACH Fee/Credit and Debit Card Processing Fees:

In the event that a payment check or Automatic payment is returned by the payer's bank (for insufficient funds, closed accounts, stop payments, ect.) the customer's account will be charged an additional \$25.00 service fee.

The District may refuse payment by personal check and automatic payments and instead require payment by cash, money order, cashier's check, or credit card if a customer has had 2 or more returns in any 12 month period

Payments made by Credit or Debit card are subject to a card processing Convenience Charge

Monthly Billing:

Utility accounts are billed every month and are due upon presentation. The bill becomes delinquent 15 days after the bill postmark date and subject to a 10% penalty. If payment is not received after 45 days from the billing date, a final notice will be mailed indicating a service discontinuation date for nonpayment. Payment to restore service that has been discontinued for nonpayment will include all past due charges, current charges, penalties, and a reconnection fee (\$40 for the first occurrence, \$65 each occurrence thereafter).