



970 E. Ventura St.
Santa Paula, CA 93060
Office #: (805) 525-4478
Fax #: (805) 525-6278

If you don't select the "All
Utilities" box, then please
answer the question.

Mark "Multi-Unit Residential"
if multiple residences will
share the service.

If you mark this box, →
then the owner must sign the
agreement on the reverse side.

Please PRINT →

Your bills will be sent to
this mailing address.

You must also show your
identification to City staff.

Are you an owner or tenant?

Who is your employer?

**New Account
Set-up Fee:
\$31**

You must sign here →
Please read the information
on the reverse side.
(For Office Use Only.)

APPLICATION FOR UTILITY SERVICES

1. Select which utility you want to start:

☐ Water & Sewer ☐ Water ☐ Sewer

How will the services you haven't selected be provided or paid for?

☐ Septic Tank: _____

☐ Other: _____

2. Select the type of service use:

☐ Single-Unit Residential ☐ Multi-Unit Residential ☐ Commercial ☐ Industrial

3. Select the kind of security deposit you qualify for:

☐ No deposit. I am or have been a city customer for at least 2 years (Within the last year),
and have a satisfactory payment history during the last 12 months of service.

Account #: _____ or Address: _____

☐ No deposit. I qualify for the Property Owner's Lien Agreement alternative. (back of page)

☐ This account will require a deposit to be determined by City staff. \$ _____.

4. Identify who will be responsible for payments:

(First) (Middle) (Last) Phone: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Driver's Lic. # _____ Soc. Sec. # _____ D.O.B.: _____

☐ Owner: Escrow closing date is : _____ ☐ Tenant: Rental / Lease Agreement

Employer: _____ Phone: _____

Employer's Address: _____

City: _____ State: _____ Zip: _____

I agree to pay the account set-up fee and to pay for all utility services provided to the service address identified below until I request termination of these services. I agree to comply with all utility policies and procedures required of me by the City of Santa Paula. Prior to discontinuing these services, I will notify all parties who share or use these service(s) of my intent to discontinue. I also consent to a credit check and employment verification.

Applicant: _____ Date Signed: _____

Service Address: _____ Date Needed: _____

Account No.	Parcel Number:	Meter Number:	Other	Deposit Amount:	Initials & Date:
Sewer:	Trash:	Water:		Meter Reading:	Svc. Initiation:

If you are a new resident, welcome to the City of Santa Paula. Please use this application form for one or more utility services, including water and sewer. Some of the City's policies and procedures are reflected in the guidelines and information below. If you have any questions or concerns after reading what is presented here, then please contact us. We always want to know how we can serve you better.

SERVICES

All new accounts are subject to a one-time set-up fee. Properties with multiple dwellings may have separate accounts only if there are separate water meters for each unit. All new accounts must include both water and sewer utilities if the property is connected to the city sewer. Whenever partial service is requested the customer must show how the missing services will be provided or paid for.

DEPOSITS

Existing customers with a satisfactory payment record will not be required to pay a security deposit. Recent customers who have had service within the past 2 years and had a satisfactory payment record will not be required to pay a security deposit. Customers who sign the lien authorization, below, will not be required to pay a security deposit.

All security deposits will be held without interest. Upon discontinuance of all services, the City will apply the deposit towards outstanding amounts owed by the customer, with any balance in excess of five dollars returned to the customer.

New customers who lack a satisfactory credit history with the City shall be required to pay a deposit.

Any customer shall be required to pay an increased deposit -- to a maximum of three times the estimated monthly bill -- whenever service is discontinued for nonpayment. A similar deposit may be required whenever two termination notices are given to the customer within the prior twenty-four months, or whenever payment has been delinquent on four occasions within the prior twenty-four months.

Accounts will be considered delinquent if payment is not received by the close of business on or before the 19th day following the date of the bill. If the 19th day falls on a Saturday, Sunday or holiday, a delinquency will occur if the payment is not received by the close of the next regular business day. A ten-percent penalty shall be added for late payment.

Any customer who fails to pay delinquent charges by the due date specified by the City's notice risks the discontinuance of service. Additional fees will apply whenever the City must discontinue or reinstate service. Customer disputes must be written on the form provided for that purpose.

If you know you will have difficulty paying a bill, please contact City staff before your bill becomes over due. A responsible party who is unable to pay a bill and wishes to avoid discontinuance may request an amortization plan. To find out more about this plan contact City staff.

THIRD PARTY NOTIFICATION

Customers who are 65 years of age or older, or who are dependent adults as defined in the Welfare and Institutions Code, may request that notification be sent to a designated person whenever the account is subject to discontinuance. Such notification will not obligate the designated person to pay any overdue charges, nor shall it prevent or delay discontinuance.

BY HAVING THE DESIGNATED THIRD PARTY GIVE WRITTEN CONSENT BELOW, I REQUEST THIRD PARTY NOTIFICATION AND WILL SHOW CITY STAFF DOCUMENTATION THAT I QUALIFY FOR THIS SERVICE.

PRINT FIRST NAME, MIDDLE THEN LAST

CONSENT SIGNATURE

DATE

PHONE

MAILING ADDRESS

CITY

STATE

ZIP

LIEN AUTHORIZATION AGREEMENT

In lieu of a security deposit, property owners of record may choose to enter into an agreement that allows the City to place a lien on their property should their utility service account become past due. The agreement can also be executed on behalf of a customer who is not the property owner (i.e. tenant).

BY SIGNING BELOW I AUTHORIZE THE CITY OF SANTA PAULA TO PLACE A LIEN ON MY PROPERTY SHOULD BILLINGS FOR THE UTILITY SERVICE ACCOUNT ASSOCIATED WITH THAT PROPERTY BECOME PAST DUE. I UNDERSTAND THAT SUCH A LIEN MAY INCLUDE ADDITIONAL FEES CHARGED TO ME DUE TO THE PROCESS OF PLACING A LIEN.

PRINT FIRST NAME, MIDDLE THEN LAST

SIGNATURE

DATE

PHONE

PARCEL #

PROPERTY ADDRESS

CITY

STATE

ZIP