



Department of Public Works
Special Districts
Water and Sanitation Division

OWNER-TENANT AGREEMENT
OWNER PORTION

(Pursuant to Section 4.6.11 of Rules and Regulations)

customerservice@sdd.sbcounty.gov

Account Number: _____ Cycle: _____ Tenant move in Date: ____/____/____

Name of tenant(s) authorized to receive bill:

Tenant's Name

Tenant's Name

Property Address: _____

Owner's Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____ Phone : (____) _____

Email: _____

Last 4 numbers of SS: _____ * Photo ID / Driver's License: _____

*MUST PROVIDE COPY OF PHOTO ID OR HAVE FORM NOTARIZED

Property Management Company: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____ Phone: (____) _____

Email: _____

Memo billing to go to: PROPERTY MANAGEMENT CO. OWNER Property Management Agreement? Y N

I WOULD LIKE EMAIL NOTIFICATIONS FOR WATER CONDITIONS (Shut downs, boil alerts, etc.) AND BILLING: Yes No

This agreement authorizes the Division to send the bill to the above named Tenant. The owner shall receive copies of all bills and delinquent notices mailed to the tenant including the final closing bill, which is calculated and mailed within 15 days of tenant giving notice of vacating premises. Failure to receive a bill does not relieve Owner of liability. Previous tenant account balance must be paid in full prior to transferring into new tenant's name. Any amount due shall be deemed a debt to the Division and may be subject to disconnection, a lien against the property, or legal action at the option of the Division. THIS AGREEMENT DOES NOT RELIEVE THE OWNER OF RESPONSIBILITY OF UNPAID BILLS ON THE PROPERTY.

Owner acknowledges tenant can have up to two payment extensions and is authorized to sign a Notice of Reconnect, if water has been disconnected for non-payment.

This Agreement may be executed in multiple counterparts, each of which, when solely executed, shall be deemed an original, but all of which counterparts together shall constitute one and the same instrument. This Agreement shall become effective on the date each of said originals has been signed by each of the Parties hereto and each Party has received by facsimile or electronic transmission of the signature page from the other Party.

OWNER / AGENT SIGNATURE

PRINTED NAME

DATE: ____/____/____

FOR OFFICE USE ONLY

Svc Order: _____ Read: _____ Rcvd by: _____ Date: _____