

Olivehurst Public Utility District



APPLICATION FOR SERVICE

Per Ordinance 210 (12/2010), Landowners are responsible for all accounts. Tenants may sign-in as the customer of record, with the Landowner's consent. The Landowner must have completed and have on file a "Landowner Guaranty and Consent" for each new tenant before the service will be placed in the Tenant's name. If the Tenant signs in for service, the Landowner may request a copy of the monthly bill. Landowner remains responsible for the account, including any delinquent charges and penalties due from Tenant. A separate application is required for each service address and a new application is required from each successive Tenant. Landowners are not required to execute a new application, but a new Landowner Guaranty and Consent is required for each successive Tenant who will be a customer of record.

All new accounts or transfers of service will be charged a **non-refundable \$25.00 Service Fee**; this charge appears on the first month's bill. Documents establishing proof of ownership, such as, a valid purchase agreement and a valid picture ID, must be presented to our office (in person or by notarized statement) **within 10 days** or service may be discontinued. If a tenant is signing into service as the customer of record, a completed Landowner Guaranty and Consent must be on file.

Rates • Billing Cycles • Administrative and Delinquency Fees: See attached Water and Sewer Service Fact Sheet

Discontinuance of Service: If you move out of the Olivehurst Public Utility District, please notify our Business Office in writing (Sign-out for Service Form) to close your account. If you do not notify the Business Office, your service will continue and you will held responsible for charges that continue to accrue.

Customer/Landowner Acknowledgements:

I have read the accompanying Water and Sewer Service Fact Sheet and understand my billing cycle. I also understand that I am required to pay my bill on time and in full each month even if I do not receive a bill [redacted] (Customer initials).

The undersigned subscriber wants you to furnish water and/or sewer service at the premises noted hereon and promises to pay you therefore in accordance with your current schedule of rates which shall from time to time be legally in effect for the purpose for which the service is to be used hereunder, and to conform to and abide by your rules and regulations in force.

DATE: _____ NAME: _____

SERVICE ADDRESS: _____

BILLING ADDRESS (IF DIFFERENT): _____

EFFECTIVE DATE to START SERVICE: _____ PHONE #(s): (____) _____ - _____

EMAIL: _____

OWNER, REALTOR/PROPERTY MGMT, TENANT***If not owner, provide Owner's name and contact information _____
Rental Property Professionals, Inc.

3000 Plumas Arboga Road, Plumas Lake, CA 95961

SIGNATURE: _____

SEND A COPY OF BILL TO "TENANT/OWNER" – I ACKNOWLEDGE THAT THERE WILL BE AN ADDITIONAL CHARGE OF \$1.75 PER MONTH [redacted] (CUSTOMER INITIALS)

<u>OPUD BUSINESS OFFICE USE ONLY</u>		ACCOUNT #: _____	
Service fee applied	<input type="checkbox"/>	_____	Initials
Mailing address updated (Zip + 4 and Carrier Route)	<input type="checkbox"/>	_____	Initials
Billing address updated	<input type="checkbox"/>	_____	Initials
Deposit on File _____ NO _____ YES		_____	Initials
• Transferred to New Acct			
Status date verified	<input type="checkbox"/>	_____	Initials
Received Signed Landowner Guaranty if tenant sign-in	<input type="checkbox"/>	_____	Initials
Work order to turn on water	<input type="checkbox"/>	_____	Initials
ID Verification	<input type="checkbox"/>	_____	Initials
Owner/Property Management Verification	<input type="checkbox"/>		
• County Website Viewed _____ or Closing Doc Copy _____			Initials
Application Processed by:		_____	Initials

Water & Sewer Service Fact Sheet

Application Submission: Applications can be obtained from our website www.opud.org but must be signed and either returned to our office at 1970 9th Avenue in Olivehurst, or by fax (530) 743-3023, or email customerservice@opud.org. If you have any questions, our customer service representatives are available to assist you from 8:00 AM – 4:00 PM, Monday - Friday at (530) 743-4657.

Who is authorized to sign in for service?

On October 21, 2010 the Board of Directors adopted Ordinance 210, effective December 1, 2010 to establish that only a Landowner may sign in to service and that application for deferred payment of delinquencies by an existing Tenant account be made only with the knowledge of the Landowner. Courtesy copies of the billing may be sent to the Tenant at the Landowner's request (**AT THE COST OF \$1.75 PER BILL COPY**) however, the Landowner is the customer of record and is the only party who may make changes on the account. **Exception:** When the Landowner completes the Landowner's Guaranty & Consent a tenant may become the customer of record and will remain the customer of record as long as payments are made when due.

NOTE: Be aware that if you are not present at the time water service is restored, you should take precautionary measures to prevent water damage to your property including turning off the water valve connected to the residence (commonly called the "house valve"). At no time will an OPUD field service technician turn service on or off from any point other than our service connection located adjacent to the property (commonly called the "street valve").

Current Service Rates* As of January 1, 2016 Customers with non-metered residential water services are charged \$38.95 for water service and \$37.00 for sewer service per month for a total of \$75.95 per month per single-family dwelling.

Customers with residential metered water service are charged in arrears for water and sewer service. Metered water service is \$16.00 per month for the first 9 hundred cubic feet (CCF) plus an additional \$1.35 per CCF over 9 CCF; sewer service is a flat rate of \$37.00 per month per single-family dwelling for a total minimum of \$53.00 per month per single-family dwelling for water and sewer services.

*All other size services and commercial contact the Business Office. Rates are subject to adjustment from time to time by action of the OPUD Board of Directors. Please contact the office, view the website at www.opud.org or check the Messages section of your bill for updates.

Billing Cycle: Metered and non-metered accounts are billed on the 15th of the month - Due the 10th of the following month. Non-metered accounts are billed for services from the 1st through the last day of the current month. Metered accounts are billed for services from the 1st through the last day of the prior month.

Non-Receipt of Bill: If you do not receive your bill within 7-10 days after your billing cycle closes, please call our office immediately at (530) 743-4657 or contact us via e-mail at: opud@opud.org to report the problem. We can provide you with a duplicate copy of your bill or advise you of the amount due so you can pay your bill on time. Our mailing address for payments is: OPUD, P. O. Box 670, Olivehurst CA 95961-0670. **You are responsible for the payment of your bill even if you do not receive a statement.**

Payment Arrangements: OPUD encourages you to contact the business office before your account becomes past due to discuss payment arrangements. For those accounts currently signed in to service by a Tenant, the Landowner's contact information must be supplied in order to process an Amortization per Resolution 2230. A Tenant can only sign an amortization agreement if authorized by the "Landowner's Guaranty and Consent" to be the account holder and customer of record.

Administrative and Delinquency Fees: Customers who pay their bill in full and by the due date will not be affected by the following fees. Customers are reminded of any past due amount with each bill and all past due amounts are due immediately. Customers with a past due amount are subject to administrative fees and delinquency fees as per Resolution 2230. Accounts that are not paid in full by the due date will be subject to a \$2.00 fee to cover the costs of providing the Reminder Notice. An additional notice will be mailed more than 48 hours prior to termination of services and the account will be subject to a \$3.00 fee and 10% penalty.

If the past due amount has not been paid by the Shutoff Deadline Date given in the Reminder and 48 Hour Notices (more than 50 days after the original bill was mailed) the account will be assessed a \$50.00 Delinquency Fee and services will be discontinued. Payment of all fees, charges and a deposit equivalent to two months of service charges will be required in order to restore service. Deposits are held for a minimum of 12 months following the delinquency. In the event of another delinquency occurring before the 12 months has expired, the 12 month waiting period will

restart. At the end of a 12 month period in which no delinquency has occurred, the deposit will be applied to the account or refunded to the customer upon request.

Returned Check Fees: OPUD charges \$25.00 for returned checks (checks dishonored by your bank for non-sufficient funds, stop payment or any other reason). A check written to avoid the \$50.00 Delinquency Fee which is later returned by your bank will be treated as if payment was not made. You will be charged a \$50.00 Delinquency Fee, service will be discontinued and you will be charged a \$25.00 Returned Check Fee. Payment of all fees, charges and a deposit (equivalent to two months bill) will be required in order to restore service.

After-Hours Fee: Normal business hours for field service calls are 8:00 AM to 3:30 PM, Monday through Friday, excluding Holidays. Customers requesting service outside of normal business hours will be charged a \$75.00 fee to cover the overtime costs incurred by the District.

Customers Personal Banking Online Bill Pay: OPUD accepts payments from the Customer's personal bank Bill Pay providers. These payments are made with checks that are MAILED via the US Post Office by the Bill Pay providers. It is important to note that it can take up to 10-14 business days to receive at OPUD due to mail time and the time of day/day of week the customer enters the data in the Bill Pay provider systems.

PAYMENT IS NOT APPLIED/RECEIVED UNTIL CHECK IS RECEIVED AT OPUD.

Payments at the OPUD Business Office 1970 9th Ave.: Payment at the OPUD business office can only be made in cash, check, money order or cashier's check during regular business hours. See below for Phone, Debit, Credit Card, Bill-Pay through a third party service provider as the office cannot process these types of payments.

Credit Card/Debit/Electronic/Phone Payment Options: OPUD can only accept credit card, debit card and EFT payments through a third-party service provider "Official Payments". The fee charged by the service provider is \$2.00 per transaction. This fee is collected by Official Payments and may be subject to change. For more information on electronic payments, please visit our Web Site at www.opud.org and click on the "Electronic Payments" link located on the left-hand side of the page or follow the steps below.

The Operator makes a reference to paying your taxes ... you have the correct phone #, follow the instructions below.

To make a payment by phone through Official Payments (\$2.00 charge applies):

1. Call **1-800-272-9829**
2. Select Option 3 "**Charge Property Tax...**"
3. Enter Jurisdiction Code **1568**
4. System will ask you to verify the following:
Olivehurst Public Utility District, **Press 1**
Utility Bill Payment, **Press 1**
5. Enter Account Number /Customer Number (exclude leading zeros) using a star to replace the dash.
6. (example: 000000XXXX*00)
7. Press the # key after Account Number/ Customer Number has been entered
8. Enter payment amount as instructed
9. Confirm payment amount
10. Write down confirmation number for your records – if account past due see **IMPORTANT** note below.

To make a payment using the Internet through Official Payments (\$2.00 charge applies):

1. Go to www.opud.org
2. Click "Electronic Payments" (on left)
3. Click "Pay by Credit Card"
4. Locate 4 boxes in center of screen; select one labeled "Local Payments"
5. Enter Jurisdiction Code **1568** in small box on left
6. Press **Enter key**, jurisdiction code will disappear, but 3 boxes on right will now be filled
7. Top box should read "**California**"
8. Middle box should read "**Olivehurst Public Utility District**"
9. Select "**Utility Bill**" for bottom box
10. Click "**Make Payment**"
11. Enter payment amount
12. Click "**Continue**"
13. Verify payment amount/accept Terms & Conditions, click "**Accept**"
14. Enter the requested personal information and your Account Number /Customer Number (exclude leading zeros)

Be sure to write down your CONFIRMATION # for your records, if you did not enter your e-mail address.

IMPORTANT: If your account is delinquent and you have paid through 'Official Payments' you must call in your confirmation # and payment amount to the OPUD Business Office.