

# CITY OF COVINA WATER UTILITY FINANCE DIVISION

FINANCE DIVISION
125 E. College Street, Covina, CA 91723
Phone: 626-384-5230 Email: water@covinaca.gov
Monday – Thursday 7:00am – 6:00pm

## **Application to Start Water Utility Service**

SERVICE TYPE	☐ Residential Property	☐ Commerci	· ·	Irrigation	☐ Fire Protection
	(See required documents on p			Tenant occupied	☐ Property Management
Service start dates are only available Monday-Thursday before 3pm. After hours service fee \$120.  REQUESTED START DATE (*\$80 deposit required):					
SERVICE ADDRESS			CITY, STATE, ZIP CODE		
Mailing Address (if different than service address)			City, State, Zip Code		
Last Name of Applicant/Business			First Name		
	e of Applicants Sacrifica			I Hot ria	
Driver's License:			SSN/TIN/EIN:		
Email Address:		Cell Phone:		Home Phone:	
Employer Name:			Employer Work/Bus	iness Phone:	
	The state of the s		T	~* . **	
Last Name of Co-Applicant/Business			First Name		
Driver's License:			SSN/TIN/EIN:		
Email Address:		Cell Phone:	<u> </u>	Home Phone:	
Employer Name:					
Employer Name:			Employer Work/Bus	iness Phone:	
	ICE – TERMS AND AGREEMEN	1T	Employer Work/Bus	liness Phone:	
WATER UTILITY SERVI	ICE – TERMS AND AGREEMEN undable amount of \$80 deposit re				redit to the account and applied
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### Required Documentation Guide

#### **Owner Occupied**

Must provide the following:

1. Copy of Driver's License for primary account holder on application

And *one* of the following:

- 1. Recorded Grant Deed
- 2. FINAL escrow closing statement
- 3. Current property tax bill

#### **Tenant Occupied**

Must provide the following:

1. Copy of Driver's License for primary account holder on application

And <u>all</u> of the following:

- 1. Copy of signed lease agreement (full lease agreements must be provided)
- 2. Name and contact information of homeowner

#### **Property Management**

Must provide all of the following:

1. Signed Property Management Agreement

And *one* of the following:

- 1. Deed of Trust for service address with owner's name listed in management agreement
- 2. FINAL Closing Statement for service address with owner's name listed in management agreement
- 3. Current property tax bill for service address with owner's name listed in management agreement
- 4. If renting at service address, must provide copy of executed lease agreement between landlord and tenant; must include contact of property owner (full lease agreements must be provided)

#### **Business**

Must provide *one* of the following:

- 1. Tax ID <u>AND</u> copy of Driver's License for primary account holder on application if water is opened by business owner
- 2. Tax ID <u>AND</u> Signatory Authorization Document on behalf of title holder (a document that allows a person with authority to sign official documents or perform certain functions on behalf of the association.)

And *one* of the following:

- 1. Deed of Trust showing owner's or business name used on water application
- 2. FINAL purchase agreement with owner's name or business name used on water application
- 3. Current property tax bill with owner's name or business name used on water application
- 4. Copy of executed lease agreement if property is leased and contact information of property owner (full lease agreements must be provided)

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