



# CITY OF COVINA WATER UTILITY

## FINANCE DIVISION

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

### Application to Start Water Utility Service

**SERVICE TYPE**     Residential Property                       Commercial Property                       Irrigation                       Fire Protection  
**APPLICANT STATUS** (See required documents on page 2)     Owner occupied                       Tenant occupied                       Property Management

Service start dates are only available Monday-Thursday before 3pm. After hours service fee \$120.	<b>REQUESTED START DATE (*\$80 deposit required):</b>
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<u>SERVICE ADDRESS</u>	<u>CITY, STATE, ZIP CODE</u>
Mailing Address (if different than service address)	City, State, Zip Code

<b>Last Name of Applicant/Business</b>		<b>First Name</b>	
Driver's License:		SSN/TIN/EIN:	
Email Address:	Cell Phone:	Home Phone:	
Employer Name:		Employer Work/Business Phone:	

<b>Last Name of Co-Applicant/Business</b>		<b>First Name</b>	
Driver's License:		SSN/TIN/EIN:	
Email Address:	Cell Phone:	Home Phone:	
Employer Name:		Employer Work/Business Phone:	

**WATER UTILITY SERVICE – TERMS AND AGREEMENT**

a. Service Deposit – Refundable amount of \$80 deposit required for all applicants establishing service. Deposits will be refunded as a credit to the account and applied against any services rendered; service deposits applied in excess of services rendered will be refunded in the form of a check payable to the applicant listed on the utility service account; bills for amounts due in excess of the service deposit will be mailed to the applicant listed on the utility service account for payment.

b. Move Out - Discontinuance of water service must be requested by submitting a **Stop Water Form** in person or by email with a confirmation of receipt from Covina Water.

c. Meter Tampering - Only authorized city personnel are permitted to turn on/off service at the meter. Tampering with meters is a criminal offense; violators will be responsible for all damage, including all parts and labor. Violation may result in fees, fines or discontinuance of service.

d. Water Leaks - The City of Covina assumes no liability for property damage which may occur as a result of uncontrolled water flow beyond the meter due to open valves, plumbing leaks, fixtures or appliance.

e. A customer whose account has been terminated will be issued a final bill, which must be paid in full upon presentation. If a final bill becomes delinquent, the City may use any legal means available to collect the amount due. The customer will be responsible for paying all costs and expenses incurred by the City to Collect the amount due.

f. I certify that the information contained on this application, as well as all supporting documents submitted, are true. I understand that if any item submitted is found to be a misrepresentation, application for service will be denied.

Applicant Signature:	Date:
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<b>Office Use Only</b> Account# Deposit Received? <input type="checkbox"/> YES - W/O # _____ <input type="checkbox"/> NO; (Follow up needed for deposit)	Processed by: _____                      Processed on: _____  Approval of past due balance by Supervisor: _____
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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 *all* 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 AND copy of Driver's License for primary account holder on application if water is opened by business owner
2. Tax ID AND 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)