



CITY OF COVINA WATER UTILITY 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 start date is the next business day after your application has been approved and deposit is collected. Same day service requires an additional service fee. To ensure your application is approved and processed in a timely manner please verify that all the information provided is accurate and complete and that all required documents have been attached. Service start dates are only available Monday-Thursday 7am-4pm. If dispatch is called after business hours, on Fridays, weekends or holidays to turn on services, you will be billed an additional after hours-fee. The start service date requested cannot be more than 2 weeks from today's date.

WATER SERVICE TYPE (check one)

☐ Residential

☐ Multi-Family

☐ Commercial

☐ Irrigation

☐ Fireline

APPLICANT TYPE (check one. See required documents on page 2)

☐ Owner

☐ Tenant (**must also submit owner affidavit**)

☐ Property Management

REQUESTED START DATE (*\$80 deposit required before starting services):

Service Address

Mailing Address (if different than service address)

Last Name of Applicant/Business Name

First Name

Driver's License

SSN/TIN/EIN

Email Address

Cell Phone

Alternate Phone

Last Name of Co-Applicant

First Name of Co-Applicant

Driver's License

SSN/TIN/EIN

Email Address

Cell Phone

Alternate Phone

WATER UTILITY SERVICE – TERMS AND AGREEMENT (initial each line)

- 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 understand that water services will not start if one or more documents are missing or deposit is now paid at the time application is processed.
- g. ☐ 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

Office Use Only Account#

Date Deposit Rec'd _____ W/O # _____

Owner Affidavit Rec'd? _____

Processed by:

Processed on:

Approval of past due balance by Supervisor:

Required Documentation Guide

Owner Occupied - INDIVIDUAL

Must provide the following:

1. Copy of Driver's License or ID for all individuals on application

And one of the following:

1. Current property tax bill
2. FINAL escrow closing statement

Owner Occupied – BUSINESS/CORPORATION

Must provide the following:

2. Tax ID or EIN form

And one of the following:

3. Current property tax bill
4. FINAL escrow closing statement

Tenant Occupied

Must provide the following:

1. Copy of Driver's License or ID for all individuals on application

And the following:

1. Owner's affidavit form completed and signed with required documents (owner may submit to Covina Water separately, but applicant is responsible for making sure all documents have been received submitted.)
 - a. Owner must submit signed affidavit, owner's ID and current property tax bill.

Property Management

Must provide all of the following:

1. Signed Property Management Agreement with owner
2. Driver's license of owner or TAX ID/EIN if property is owned business/corporation

And one of the following:

1. Current property tax bill showing owner's name (to match Property Management Agreement)
2. FINAL escrow closing statement