

# LAKE DON PEDRO COMMUNITY SERVICES DISTRICT

## Policy and Procedures Manual

**POLICY TITLE: WATER SERVICE REGULATIONS**

**POLICY NUMBER: 1140**

**1140.10** Owner/Renter Billing:

**1140.11** Owners of residential property within the District who rent their property are responsible, as owners, for the service charge, water usage charge, penalties, finance charge, and other related charges of that property occupied by the renter.

**1140.12** As to who pays the monthly bill, the owner, the renter, or a third party, is at the discretion of the owner. The District will accept payment from any of the three parties. This does not relieve the owner of the responsibility as stated in paragraph 1140.11 (above) in any manner to settle the statement on a "on time" basis. All penalties and finance charges etc. will apply when bills are past due as per Section 1140 of these Water Service Regulations.

**1140.13** **As a courtesy**, once or if the Renters account becomes delinquent, the property owner will be mailed a copy of the Renters delinquent bill provided the owner submits a Renters Occupancy Form (available at the District Office) giving the pertinent information of the Renter, the 3<sup>rd</sup> party (property manager), the date rented, and acknowledgement of owner's responsibility. This is required for each new renter and when and if the property changes ownership.

**1140.14** As a further courtesy, if notified at least one working day in advance, by the owner, the District will read the meter of the rented premise when it is vacated by the renter or being occupied by a new renter. The bill will be calculated for the service and usage charge if a fraction of a month is involved. The first invoice of a new renter will be sent to the Renter or the 3<sup>rd</sup> party (property manager) as indicated per the Renter Occupancy Form which has been submitted. If no new Renter Occupancy Form has been submitted, the owner and (property manager, if previously indicated) will receive the invoices.

**1140.20** Payment of Bills:

**1140.21** Payment may be made at the District's Office or to any District representative authorized to make collections. Collection of closing bills shall be made at the time of presentation.

**1140.22** The owners of the premise shall in all cases be liable for charges and fees for services rendered to the premises. **Non receipt of a bill shall not relieve the owner of any obligation to the District.**