



City of Lomita Water Department

(310) 325-7114

MAIL ADDRESS: P.O. Box 1809, Lomita, CA 90717 OFFICE HOURS:
Weekdays (except Holidays) 8:15 AM to 4:30 PM Location: 24300
Narbonne Ave., Lomita, CA 90717

CUSTOMER ORDER FORM

NOTE: Where there has been a change in property ownership or tenancy, thereafter, the water service is temporary and subject to shut-off without further notice pending satisfaction of Water Department requirements. The water service can only become permanent upon satisfaction of Water Department requirements, including payment of outstanding bills, completion and signing of this form, and presentation of verifiable proof of ownership.

Service Address _____

Acct. No.: _____

Emp. Initials: _____

Date: _____

Dear New Customer/Owner/Payor:

This is a "Customer Order Form for City of Lomita Water Department" which is to be completed and signed by the owner of the property (and the payor under certain conditions). The principal purpose of this form is to provide the City of Lomita Water Department with correct billing information and to notify the property owner that he is ultimately responsible for the water bill for the property in accordance with Rules 1-H-22, 1-H-25d and 1-H-26d of the Rules and Regulations of the City of Lomita Water Department as given on the reverse. The white copy of the Customer Order Form must be completed, signed and received by the Water Department, including an acceptable document verifying proof of ownership, before permanent water service can be provided. In the event a properly signed form is not on file with the Water Department, the water service will be subject to discontinuance without further notice. The owner may request that the bill be sent to someone else, such as the tenant designated as the payor. If this is the case, the payor is also to sign the form before it is returned to the Water Department. However, the owner shall be responsible for the bill at all times. The canary colored copy of this form is for the property owner to retain.

NOTE: Tampering with Water Department equipment may result in meter removal and requirement that repair charges be paid before service will be restored.

I (WE) AM (ARE) THE OWNER(S) OF THE PROPERTY AT THE GIVEN ADDRESS AND AGREE TO ACCEPT RESPONSIBILITY FOR PAYMENT OF THE WATER BILLS FOR THIS LOCATION INCLUDING SHOULD THE DESIGNATED PAYOR NOT HAVE PAID THE BILL

OWNER'S NAME (PLEASE PRINT)

SIGNATURE

MAILING ADDRESS

CITY

STATE

ZIP CODE

TELEPHONE NO.

DATE SIGNED

DATE PROPERTY PURCHASED

NAME OF PRIOR OWNER (PRINT)

Enclose either a copy of the recorded Grant Deed or another equivalent document acceptable to the Water Department verifying the Owner's interest in the property. If a Deed or other document is not available due to recent purchase, a letter from the Escrow Company stating that a Deed has been recorded transferring interest and giving recording date and names of prior and new owners will be accepted on a temporary service basis for up to sixty (60) days pending receipt of the copy of the recorded Deed.

The water bills are to be sent to the below named person "Payor" at the given address.

I (WE) THE TENANT/PAYOR AM (ARE) AWARE THAT THE OWNER HAS DESIGNATED ME (US) TO RECEIVE AND TO PAY THE WATER BILL FOR THIS PREMISE.

TENANT/PAYOR NAME (PLEASE PRINT)

SIGNATURE

MAILING ADDRESS

CITY

STATE

ZIP CODE

TELEPHONE NO.

DATE SIGNED

DATE OCCUPIED PREMISES

RULE 1-H-22

CUSTOMER ORDER FORM: No charge will be made for the mere turning on the water supply upon the opening of a new account for any kind of service. A form of application provided by the Water Department must be signed by the applicant. Such application shall contain the following provisions:

1. Applicants shall agree to accept the services applied for subject to the Rules and Regulations of the Water Department and to pay therefore at regular rates. Should the applicant subsequently cancel one or more items of services such cancellation shall not change or effect the terms of his application in respect to the remaining item or items of services.
2. Applicant shall also agree to give at least one (1) working day (twenty-four hours) notice to the Water Department before service is to be discontinued. The provisions of the application, obligation the applicant to accept and pay for service shall remain in force until said notice is given and the customer is obligated to pay all bills in full to date of receipt of said notice by the Water Department.
3. Applicant shall further agree to assume all liability for any damage occurring on the premises served, or elsewhere, by reason of open faucets, faulty fixtures, or broken pipes on such premises at or after the time when service is turned on, whether or not at the time of turn on there was a responsible person on the premises.

The above described application shall be known as a Customer Order Form.

Whenever there is a change in customer status through change in ownership or tenancy of a premises, there shall be filled with the Water Department a Customer Order Form signed by the owner and by the tenant where applicable.

The Customer Order Form will be furnished by the Water Department to the new customer or the customer's agent, or representative for the customer, if not the owner, to obtain the owner's signature. Should the new customer not be the owner of the premises and the owner's signature cannot be obtained prior to the new customer occupying the premises and requiring water service, the Water Department will accept a Temporary Customer Order Form signed by a person who is an authorized agent, or representative of the owner. The Temporary Customer Order Form must be replaced by a Customer Order Form signed by the owner within thirty (30) days following the commencement of service. Should there not be a Customer Order Form on file with the Water Department, water service to the premises may be subject to discontinuance at the option of the Water Department.

Service may be denied a new applicant if he fails or refuses to provide necessary billing information such as the name of the previous owner, realtor, or broker handling the transaction, or some responsible party who has managed or will manage the property.

Should the owner of the premises redesignate by Customer Order Form at any time that the water bill is to be delivered to any other address, Water Department will endeavor to do so as of the next bill.

The Customer Order Form when filed with the Water Department is to be accompanied by a document verifying proof of ownership of the premises by the owner who signed the Form. Should such document not be readily available the Water Department will accept temporarily, in lieu, a letter from a bank, or escrow service company stating the name of the owner and the date ownership began. The property ownership document must then be filed with the Water Department within sixty (60) days, or the water service will be subject to discontinuance thereafter without further notice.

Should the Water Department not receive the Customer Order Form and the ownership verification document within the time period allowed, the Water Department may initiate service termination proceedings similar to that given in Rule 1-H-26g including requiring payment of the reconnection restoration charge given in that Rule.

RULE 1-H-25d

Unless the applicant for water service specifies otherwise, all bills will be mailed to him at the same address to which the water service is furnished. Should the applicant not be the owner of the premises, the bill will be mailed to the address designated by the owner notwithstanding the applicant's request.

RULE 1-H-26d

Water bills may be addressed in the name of the property owner or other person in possession of the property served, or the applicant for water service. The addressee of the water bill shall be primarily responsible for payment thereof, but the Water Department reserves the right to hold the property owner ultimately liable.

All water bills sent to a tenant, a lessee, or a person (contractee) buying property on term contract (option to buy), shall remain ultimately the owner's responsibility. Should property under contract go into foreclosure, or should said contract be returned to the owner, such water bills shall ultimately remain the owner's responsibility.

"Date of Purchase" shall be defined as being the date of recordation of the deed transferring title to a parcel of property from the prior owner to a new owner. Date of closure of escrow for transferring of title to a premises may be accepted by the Water Department in lieu of the "Date of Purchase." Changes in name or reorganization of companies owning property shall not be considered as being a change in ownership.