



OWNER /PROPERTY MANAGER

Account Number (office use only)

Submit completed application, copy of US Government issued ID of all parties listed on the property:

In Person: 26540 Vista Rd. Suite B **Mail:** P.O. Box 359, Helendale, CA 92342

Email: mail@helendalecsd.org **Fax:** 760-951-0046

PROPERTY INFORMATION

Tenant Service Start Date:

Property Address

PROPERTY OWNER INFORMATION – A copy of the owners U.S. government-issued ID must be submitted with the application.

Owner Full Name/Trust:

Driver's License/ID #

Last 4 of SSN

Phone

Email

Mailing Address

TEANANT INFORMATION

Tenant #1 Name

Phone Number

Tenant #2 Name

Phone Number

PROPERTY MANAGEMENT COMPANY INFORMATION *Property managers must submit a property management agreement signed by the property owner with each application.*

Company Name

Authorized Agent

Phone

Email

Mailing Address

BILLING PREFERENCE

☐ Owner requests landlord copy of the bill to be mailed to the property management company

☐ Paper Bill

☐ E-Bill Email address:

TEANANT DEPOSIT

☐ Owner requires the tenant to pay a deposit to start service in the tenant's name, regardless of their ability to meet the District's deposit waiver requirements.

☐ Owner will allow the tenant to attempt to waive deposit requirements based on the District's deposit waiver rules.

REQUIRED If owner requires the tenant to pay a deposit – please select one of the following options:

☐ The tenant must pay the deposit in full prior to the account being opened in the tenant's name

☐ The tenant's deposit can be billed. The owner understands that the deposit can be billed in up to two payments.

AGREEMENT: The applicant(s) shall receive water, sewer, and trash services, as applicable, at the property identified herein and agrees to pay for all services rendered at current rates. Billing for services shall continue until a transfer of ownership occurs. To terminate water and sewer service, the property owner must submit a final settlement statement upon close of escrow. Trash service may be discontinued upon request. The property owner further agrees to comply with the Rules and Regulations of the Helendale Community Services District. This agreement is subject to amendment, modification, or revision by the Helendale Community Services District at any time.

DEPOSIT POLICY: The District requires a security deposit for all services, calculated as three times the minimum charge for applicable services. Service will not be granted until the deposit is fulfilled. New accounts may waive the deposit by submitting a letter of credit, passing a credit check, or enrolling in the ACH Automatic Payment Plan, with specific conditions. Deposit waiver options must be received within three weeks of the Owner declared Tenant's start date. The Property Owner may request a deposit regardless of the tenant's ability to meet the District's deposit policy. Deposits may be billed in up to three installments and must be paid with regular bills. Deposits may be amended at any time if an account is cut off due to non-payment or has multiple late payments. Deposits are credited to customers' account on the 13th month of service if the account meets the deposit refund requirements. The District's full deposit policy is available online at www.helendalecsd.org.

BILL AND CUSTOMER RESPONSIBILITY TO PAY: The District shall issue bills via mail or email by the 10th day of each month. Payment is due upon receipt, and all payments must be received no later than the final day of the month. A late fee shall be applied to any outstanding balance on the 1st day of the following month. Failure to receive a bill does not absolve the customer of their payment obligation. It is the customer's responsibility to ensure that the District has current and accurate contact information for billing purposes.

Owner/Property Manager: _____

Date _____

Date Received _____

Staff _____

OWNER INFORMATION

- ☐ US Government Issued ID Received
☐ New Owner Application on File

PROPERTY MANAGEMENT AGREEMENT

- ☐ Received

NOTES _____

