



TENANT APPLICATION

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

TENANT INFORMATION – *A copy of a U.S. government-issued ID for all individuals listed on the property must be submitted with the application.*

Primary Tenant:

Driver's License/ID #

Last 4 of SSN

Phone

Email

Mailing Address

Second Tenant:

Driver's License/ID #

Last 4 of SSN

Phone

Email

Mailing Address

AUTHORIZED PERSON

Name

Phone Number

Email

☐ Inquire Only ☐ Make Changes

SOLID WASTE SERVICE

☐ Sign up for trash service – *Standard trash service includes 1 trash and 1 recycle barrel*

☐ Barrels currently at the property

☐ Additional trash barrels (fee will apply)

How many: _____

☐ Additional recycling barrels (fee may apply)

How many: _____

BILLING PREFERENCE

The owner/Property manager will also receive a landlord copy of the bill.

☐ Paper Bill

☐ E-Bill

Email address:

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.

Primary Tenant : _____ Date _____

Second Tenant: _____ Date _____

Date Received _____		Staff _____
WATER SERVICE	Read _____	Date: _____ S/O# _____
SOLID WASTE SERVICE		
<input type="checkbox"/> Trash – First Pickup (Monday)	Date: _____	<input type="checkbox"/> Already has barrels
<input type="checkbox"/> Barrels Delivered on _____	Date: _____	S/O# _____
<input type="checkbox"/> Extra - Trash (Qty) _____ Recycle (Qty) _____	Date: _____	
<input type="checkbox"/> Extra Barrels Delivered on _____	Date: _____	S/O# _____
<input type="checkbox"/> Added to Burrtec Log	Date: _____	
DEPOSIT		
<input type="checkbox"/> Transferred \$ _____	from account # _____	
<input type="checkbox"/> Charge Deposit \$ _____	<input type="checkbox"/> Paid <input type="checkbox"/> Bill - # of Payments _____	
<input type="checkbox"/> Waived		
<input type="checkbox"/> Letter of Credit	<input type="checkbox"/> Credit Check	<input type="checkbox"/> Enrolled in ACH
PROOF OF PROPERTY OWNERSHIP		
<input type="checkbox"/> Deed of Trust	<input type="checkbox"/> Settlement Statement	<input type="checkbox"/> Grant Deed <input type="checkbox"/> PIMS
NOTES _____		

