

City Manager's Office
Administrative Order No: 51
Issued: May 3, 2012



Approved by Joe Sbranti
City Manager

Policy Directive Allowing Property Management Companies and Leasing Agencies to Act on Behalf of Property Owners When Establishing Water Service with the City.

Purpose:

Provide an option for Property Management Companies and Leasing Agencies to be treated as property owners when establishing water service with the City.

Policy:

Per Section 13.12.100 Bills-Owner and Tenant Responsibilities of the City's Water and Sewer Ordinance, the City shall require proof of legal property ownership or tenancy along with a valid identification to establish a water service billing account.

For proof of legal property ownership and tenancy, unless the property owner establishes the account under their name, they must accompany their tenant or provide a notarized document authorizing and confirming their tenant's lease for the property.

Property Management Companies and Leasing Agencies are already authorized to act on behalf of their property owners per their individual contract and thus would be treated as property owner when it comes to establishing water service with the City.

Procedure:

Property Management Companies and Leasing Agencies are allowed to represent and be treated as property owners under the following conditions:

They must provide us with the completed notarized form from their property owners authorizing them to act on their behalf. They must use the notarized form as provided by the City (only the original form will be accepted). A property owner can list multiple properties on the document. This notarized document will be kept on file with the City for reference and must be updated every 2 years.

In addition, the City should be able to verify the property owner's name in the county's records; otherwise the property owner must show proof of ownership by providing necessary documents of title transfer.

Establishing Water Account under their Company Name.

- ✓ They must provide the notarized form from the property owner authorizing them to act on their behalf.
- ✓ They must provide us with their Federal Tax Identification number.
- ✓ They must have a current business license with the City.

Establishing Water Account under the Tenant's Name.

- ✓ They must provide the notarized form from property owner authorizing them to act on their behalf.
- ✓ They must have a current business license with the City.
- ✓ Unless they accompany the tenant, they must provide notarized document authorizing and confirming the tenant's lease for the property.

As it applies to water accounts established under the tenant's name, the security deposit requirement shall also apply to water accounts established under the Property Management Company or the Leasing Agency who are new to the City with no previous payment history or have had previous water accounts but have not promptly paid their water bills for at least 12 consecutive months prior to establishing for a new account.

Any past due balances on accounts under the Property Management Company, Leasing Agency, or the tenant must be paid before any new account is established.

ATTACHMENT:

- Notarized Form (Verification of Property Ownership and Lease)