

Grizzly Flats Community Services District

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POLICY STATEMENT

Adopted: 11/10/94

SUBJECT: Accounts in the name of the owner only

Revised: 10/9/15

PURPOSE:

This policy statement establishes account recording in the name of the owner only.

Grizzly Flats CSD Ordinance 88-1, Article 3 defines the following:

Owner- A subscriber or non-subscriber of District water and the holder of record fee title of property within the District.

Tenant- A user of water supplied by the District who is a resident non-owner of property within the District and while not responsible for payment of statements, shall be obligated to comply with all other rules and regulations established by the District.

IMPLEMENTATION:

- 1) When a property is being rented, the District will send monthly water statements to the owner of each property, not the tenant. It is the owner's responsibility to make sure the statement is paid. The owner is responsible for all charges and fees that accrue on the account. In accordance with the District's policies, all late charges and shut off notices will be mailed to the account's mailing address. The District will make a good faith effort to make contact with an adult residing at the premises by phone or in person at least 48 hours prior to any termination of service. If we are unable to make personal contact, a notification tag will be hung at the property indicating the shut off date and approximate time of disconnection.
- 2) The District will accept payments from either the tenant or owner; however only the owner will be listed on the account and water statements will only be mailed to the owner's address we have on file. All credits will be applied to the owners' account.
- 3) The owner will contact the District with the current tenants' mailing address, e-mail address (if applicable) and phone number. The District will keep this information on file as an emergency contact for the property.
- 4) The owner may request that their tenant(s) receive a copy of the monthly water statement electronically, once the owner signs a waiver form. The purpose of the waiver form is to confirm his/her understanding that the owner is ultimately responsible for all charges upon their water account. It is also the owner's responsibility to contact the District if they no longer want their tenants to receive an electronic copy of the water statements.
- 5) The District will not process meter reads for new renters or do adjustments to bills unless the home is sold to a new owner.