



RUNNING SPRINGS WATER DISTRICT
A MULTI-SERVICE INDEPENDENT SPECIAL DISTRICT

31242 Hilltop Boulevard • P.O. Box 2206
Running Springs, CA 92382

January 27, 2015

Owner
PO Box
Running Springs, CA 92382

Dear Mr. XXXXX

Effective January 1, 2015, the Running Springs Water District is required to notify delinquent occupants of a residence that they may become a customer of the District for residential water services if they are willing and able to assume responsibility for subsequent charges. Tenants may now become a co-customer of the owner; therefore, a signed agreement from both the owner and tenant must be on file at the District. Tenants who have become co-customers of the District, will then receive the monthly Water and Sewer Bill in place of the owner on record. If the account becomes delinquent, both the owner and tenant will receive a copy of the *Termination of Water Service Notice*.

A deposit of \$200.00 will be required for tenants to establish co-customer service with the District. This deposit will be refunded at the close of account and only when the closed account is paid in full. In addition, tenants must comply with all policies of the Running Springs Water District.

Enclosed you will find the *Owner and Tenant Billing Agreements* for your review and approval. Please sign, date and return the Owner Agreement to establish co-customer service for your tenant.

If you should have any questions, please contact the Running Springs Water District at (909) 867-2766.

Thank you,

Whitney A. Mesna
Receptionist/Secretary
Running Springs Water District

Enclosures



**RUNNING SPRINGS WATER DISTRICT
A MULTI-SERVICE INDEPENDENT SPECIAL DISTRICT**

31242 Hilltop Boulevard • P.O. Box 2206
Running Springs, CA 92382

Owner Billing Agreement

Property located at:

Street Address: _____

Account Number: _____

Name of Agent/Tenant: _____

Effective: Month _____ Day _____ Year _____ all water and sewer fees and charges for the above property are to be billed to the tenant/agent. This includes but is not limited to the monthly water and sewer fixed service charges, monthly water and sewer usage and any applicable late fees. A deposit will be required in the amount of \$200.00, and will be refundable once the account is closed and paid in full. Deposits will not be applied towards regular monthly bills. Please allow 7 to 10 business days for all refunds.

I, being the owner, request billing to the above Agent/Tenant in accordance with the attached Agent/Tenant Billing Agreement until further written notice to the Running Springs Water District. I do, however, understand that this agreement is for the convenience of the owner and Agent/Tenant, and that the legal owner of the property is in no way relieved of the responsibility of any unpaid District bills on this property. Under this agreement, the Running Springs Water District will bill the Agent/Tenant and make normal attempts to collect same, but the District is not required to bring legal action against the Agent/Tenant to collect on Agent/Tenant failure to pay. I also understand that the water service may be discontinued to the property when a water and/or sewer bill is twenty-one (21) days delinquent. Additionally, at the option of the Running Springs Water District, bills that are sixty (60) days delinquent may be forwarded to the County of San Bernardino for collection on the Owners Annual Tax Bill as per Sections 31701, 31701.5 and 31701.6 of the California County Water District Code.

Owner's Name: _____

Mailing Address: _____

Email Address: _____

Telephone No.: _____

Signature: _____ Date: _____

For Office Use Only	
Deposit received:	___ Cash ___ Check ___ Money Order ___ Credit Card
Return Deposit to:	_____
Refund Date:	_____ Refund Check No.: _____

Water (909) 867-2766 Wastewater (909) 867-3689 Collections (909) 867-7352 Fire (909) 867-2630



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Agent/Tenant Billing Agreement

All Running Springs Water District water and sewer bills shall be rendered for at least the minimum service charge each month. Bills are due and payable upon issuance and are delinquent 21 days from issuance date. Water service may be discontinued to a property where the water and/or sewer bill is delinquent. A deposit will be required in the amount of \$200.00 which will be refundable once the account has been closed and paid in full. Deposits will not be applied towards regular monthly bills. Please allow 7 to 10 business days for all refunds.

Property located at:

Street Address: _____

Account Number: _____

Effective: Month _____ Day _____ Year _____ all fees for the above property are to be billed to the tenant/agent. This includes but is not limited to the monthly fixed service charges, monthly water and sewer usage charges and any applicable late fees.

Send bills to:

Name: _____

Mailing Address: _____

Telephone No.: _____ Alt. Telephone No.: _____

Email Address: _____

I, the Agent/Tenant, have read the above and agree to pay the deposit in the amount of \$200.00 and promptly pay all bills issued in accordance with this agreement. In addition, I agree to comply with the District's policies for such service.

Signature: _____ Date: _____

For Office Use Only	
Deposit received:	___ Cash ___ Check ___ Money Order ___ Credit Card
Return Deposit to:	_____
Refund Date:	_____ Refund Check No.: _____

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Wastewater (909) 867-3689

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K:/Billing Agreement/Tenant