



# CITY OF TULELAKE

591 Main Street  
P. O. Box 847, Tulelake, CA 96134  
Phone 530-667-5522 - FAX 530-667-5351  
[cityoftulelake@cot.net](mailto:cityoftulelake@cot.net)



## APPLICATION FOR CITY SERVICES: WATER, SEWER & GARBAGE

TODAY'S DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ SERVICE START DATE: \_\_\_\_\_

SERVICE ADDRESS: \_\_\_\_\_

BILLING ADDRESS: \_\_\_\_\_ CITY \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_

### **APPLICANT(S) INFORMATION:**

|  |                                     |
|--|-------------------------------------|
| NAME _____                             | DRIVERS LICENSE/ID# _____           |
| SOCIAL SECURITY NO. ____ - ____ - ____ | DATE OF BIRTH _____ PHONE# _____    |
| EMPLOYER: _____                        | WORK PHONE # _____ CELL# _____      |
| EMAIL _____                            | EMERGENCY CONTACT _____ PHONE _____ |

|  |                                     |
|--|-------------------------------------|
| NAME: _____                            | DRIVERS LICENSE/ID# _____           |
| SOCIAL SECURITY NO. ____ - ____ - ____ | DATE OF BIRTH _____ PHONE# _____    |
| EMPLOYER: _____                        | WORK PHONE # _____ CELL# _____      |
| EMAIL _____                            | EMERGENCY CONTACT _____ PHONE _____ |

**RENTER-** If you are the RENTER/LEASEE, a copy of your RENTAL/LEASE AGREEMENT is required to establish a service account with the City of Tulelake plus a government issued PHOTO ID of all adult tenants named in the rental/lease agreement along with a utility deposit, as required in Resolution 18-01.

**PROPERTY OWNER-** If you are the PROPERTY OWNER, please provide the date for transfer of ownership for this property: \_\_\_\_\_. If property is to be used as a rental, you will need to notify this office of each tenant transfer and the effective move-in/move-out dates. Monthly sewer rates and water usage charges will revert back to the property owner upon tenant account termination regardless if termination was voluntary or involuntary. Water and sewer charges will apply whether or not the water is on or off or if the structure is occupied or vacant. Service will remain as such until the owner notifies the City of a new tenant occupancy.

### **PREVIOUS ACCOUNT HISTORY** - List prior city service address, dates of service, and name(s) service was under (maiden/married):

Account Name: \_\_\_\_\_ Service Address: \_\_\_\_\_ Dates of Service: \_\_\_\_\_

### City of Tulelake Non-Discrimination Statement

The City of Tulelake prohibits discrimination against its customers, employees, and applicants for employment on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, clients and customers.

OVER

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|---|--|--|
| <p><b>Monthly Water Service Charges:</b><br/> Base Rate (up to 3500 cu ft.): <b>\$29.18</b><br/> <b>\$0.70</b> extra for every 100 cu ft. over 3500</p> | <p><b>Monthly Sewer Charges:</b><br/> <b>\$45.00</b> whether the residence is vacant or occupied</p> | <p><b>Monthly Garbage Service Charges:</b><br/> Base Rate: <b>\$19.00</b><br/> Gate Fee: <b>\$6.75</b> (mandatory fee)</p> |
|---|--|--|

**TERMS, CONDITIONS AND FEES FOR UTILITY SERVICE WITH THE CITY OF TULELAKE:**

- A. Upon moving IN or OUT of a residence, it is the responsibility of each CUSTOMER to establish and terminate their own service. Failure to do so may result in additional charges.
- B. Customers with prior unpaid accounts with the City of Tulelake will be required to clear their outstanding debt before new service can be established. Outstanding utility debts may also be sent for collection. Debts sent for collection must be paid at the collection agency, and proof of payment brought to City Hall before new City utility service can be established. The City also reserves the right to place property liens for outstanding utility debts. City fees are subject to modification by the Tulelake City Council. Utility rates are subject to modification by the CA Proposition 218 process.
- C. A **\$50.00 Reconnecting Fee** must be paid, along with the back amount due, before water will be turned back on after it has been disconnected for non-payment.
- D. A **Water Meter Tampering Fee** of **\$100.00** will be added to any account who has tampered with the City water meters.
- E. **After Hours Call Out Fee** (weekends, holidays & weekdays 3:30 pm—8:00 am) to re-establish water reconnection, due to a non-payment shut-off, is an additional **\$100.00**.
- F. **After Hours Water Turn off/on** for customer repairs is **\$50.00** each call, at the discretion of the Director of Public Works.
- G. **Water Service Modification** for shut-off or activation by request of landlord/property owner is **\$50.00**.
- H. **Utility Account Changes** for Name/Responsible Party will be a **\$25.00** admin fee.
- I. **Returned Payment Fee** is **\$25.00**. If the city receives two NSF checks, future payments will only be accepted as money orders, cashier's checks or credit cards.
- J. **Deposit for City Utilities** is the amount which is *twice* the monthly amount for the full basic service charges for water, sewer, garbage and any associated fees (currently \$200).
- K. For property owners, utility billing will automatically revert back to the owner's name upon tenant account termination and charges will apply whether water is on or off and even when the home is vacant. Service shall remain in the owner's name until the owner notifies this office of new tenant occupancy. Owners may opt to keep services in their name and have no tenant transfers.
- L. Should a property owner fail to pay their own utility bill on the rental property, no new service will be given to a subsequent tenant until the property owner's utility accounts are paid in full.
- M. The undersigned hereby applies for water, sewer and garbage services with the City of Tulelake and agrees to pay all charges, as stated above, each month. Billing shall occur monthly approximately the 20th of each month and be mailed by the last working day of the month. Bills are due by the 10th of each month and will be considered delinquent if not paid by the 20th, and are subject to penalties (18% per annum) if paid *after* the 20th. A shut-off notification will be sent approximately 10 days before the specified water shut-off date. Full payment must be made **prior** to the water shut-off date to avoid water disconnection. Failure to receive a utility bill does not excuse payment, penalty or shut-off.

**UTILITY PAYMENTS MAY BE MADE BY CHECK, CASHIER'S CHECK, MONEY ORDER OR CREDIT CARD. CASH IS NOT ACCEPTED.**

By signing this application, I hereby agree that I have read, understand, and will abide by the terms, conditions and fees set forth in this policy.

X \_\_\_\_\_ Date \_\_\_\_\_  
Applicant signature

X \_\_\_\_\_ Date \_\_\_\_\_  
Applicant signature

For Office Use only

|                         |                      |                 |
|-------------------------|----------------------|-----------------|
| Date Deposit Paid _____ | Amount Paid \$ _____ | Reference _____ |
| Notes _____             |                      |                 |
| _____                   |                      |                 |