



# LOS ANGELES COUNTY PUBLIC WORKS WATERWORKS DIVISION

[www.lacwaterworks.org](http://www.lacwaterworks.org)



260 E. Avenue K-8  
Lancaster, CA 93535  
1-877-637-3661  
(661) 723-7027 FAX

## **COUNTINUITY OF SERVICE AGREEMENT** **(RESIDENTIAL PROPERTY)**

23533 Civic Center Way  
Malibu, CA 90265  
1-877-637-3661  
(310) 317-4674 FAX

I/We \_\_\_\_\_ (“Applicant”), apply for Continuity of Service with the Los Angeles County Waterworks Divisions, for the purpose of maintaining water service during the time the rental property is vacant.

Applicant and the Division hereby mutually agree as follows:

1. Applicant must complete a Customer Order Form in addition to this signed agreement to be kept on file in the local office. Applicant agrees to the terms as set forth in the application for service.
2. Applicant understands and agrees to be responsible for payment of the water bills or any damage to Division property.
3. Applicant is responsible for informing each new tenant of their need to arrange with the Division for the transfer of the water account into the tenant’s name. The applicant understands a new Customer Order Form is required by the Division and must be signed by the applicant and the tenant.
4. Applicant further agrees that until a new Customer Order Form completed by the Applicant and the tenant is received by the Division, the Applicant shall continue to be responsible for the billing.
5. The Division agrees that on receipt of notification from a current tenant of the desire to terminate service, the meter shall be read on the agreed termination date or not later than two (2) working days after receipt of notification. The meter read taken shall be used to bill the vacating tenant and also to start billing the applicant.
6. In the event of a simultaneous request for termination of service from the current tenant and a request for turn-on of service from a new tenant of the same rental unit, the account shall pass from the current to the new tenant without the provisions of this agreement being invoked.
7. The Continuity of Service Agreement does not apply where the Division discontinues the water service due to non-payment or due to any violation of Division policy. If the water service is discontinued due to non-payment, the Applicant can request the service restored under the Continuity of Service Agreement after payment of the account balance and applicable fees have been received by the Division.
8. Water bills incurred by the Applicant through this Agreement that remain unpaid after 30 days may be transferred to any account in the Applicant’s name. Additionally, the

Division may at their discretion, withhold new service until all unpaid balances in the Applicant's name have been paid.

9. It is the Applicant's responsibility to notify the Division of any change in mailing address or telephone numbers
10. This Agreement shall otherwise remain in effect until the Applicant notifies the Division **in writing** of its intent to terminate the Agreement. Termination shall become effective within 30 days after the Division's receipt of the notification.
11. Upon cancellation of this Agreement, any account billing in the Applicant's name covered by this Agreement will be subject to service disconnection.
12. The effective date of this Agreement shall be within thirty (30) days after the Division receives the completed Agreement.
13. This Agreement is at all times subject to changes or modifications as the Division may direct in the exercise of its jurisdiction.

**Please Print or Type**

Property Owner: \_\_\_\_\_

Co-owner: \_\_\_\_\_

Property Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Applicant Data to be Used for Billing**

Complete mailing address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Telephone: Home \_\_\_\_\_ Business: \_\_\_\_\_

Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**For Division Use Only:**

**Account number:** \_\_\_\_\_ **Account noted:** \_\_\_\_\_ **D/L Rcvd:** \_\_\_\_\_

**Date Received:** \_\_\_\_\_ **Initials:** \_\_\_\_\_