

Account No. \_\_\_\_\_  
Administrative Use Only

**Residential**  
**Scotia Community Services District**  
**Water/Sewer Service Agreement**

**SERVICE INFORMATION** Type of Service: Commercial \_\_\_\_\_ Residential \_\_\_\_\_ Industrial \_\_\_\_\_ Other \_\_\_\_\_ Number of units served \_\_\_\_\_  
Own \_\_\_\_\_ \* Copy of Proof of Ownership (final closing statement, letter from escrow officer or grant deed) \* Rent \_\_\_\_\_ \*Copy of your rental agreement is required\*

Service Address: \_\_\_\_\_ Effective Date: \_\_\_\_\_

**CUSTOMER INFORMATION**

Customer Name(s):  
#1 \_\_\_\_\_

#2 \_\_\_\_\_

Driver License #: \*Please Attach Copy\* State: \_\_\_\_\_ Birth Date: \_\_\_\_\_ S.S.#: \_\_\_\_\_  
#1 \_\_\_\_\_

#2 \_\_\_\_\_ S.S.#- \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Mailing Address (PO BOXES ONLY IN SCOTIA, or if different mail location): \_\_\_\_\_ City / State / Zip: \_\_\_\_\_

Email- \_\_\_\_\_ Bill Type: Paper \_\_\_\_\_ Email \_\_\_\_\_

**EMERGENCY CONTACT INFORMATION**

Employer \_\_\_\_\_ Work Phone: \_\_\_\_\_

Relative or Friend \_\_\_\_\_ Phone: \_\_\_\_\_

Property Owner, or Agent (If Corporation attach list of officers with contact information) \_\_\_\_\_ Phone: \_\_\_\_\_

By accepting and signing this Service Agreement, applicant agrees to comply with the Scotia Community Service District (SCSD) Code and the Uniform Plumbing Code. SCSD retains sole ownership of all pipe and fittings from the water main up to and including the meter and water valve located in the meter box, which is for District use only: damage caused by unauthorized use resulting in repairs may be billed to the customer. Customer is responsible for the service line beyond the meter, including consumption due to leaks. Applicant (Customer) agrees to accept such conditions of pressure and service as provided by the distribution system at service location and to hold SCSD harmless for damages arising out of low- or high-pressure conditions or interruptions of service, including pressure below 20 psi.

Applicant (Customer) agrees to pay all charges within 30 days after billing date up through the date termination of services is requested. Late payments are subject to a penalty and/or interest. SCSD reserves the right to terminate services in the event of non-payment, which may result in additional deposit and fees.

Is there a private well or improved spring on or serving this property? Yes  No

**Single Family Residential: Water Deposit \$50 + Sewer Deposit \$50 = Total Due: \$100.00 (see Fee Schedule for other deposits)**  
**New Account Fee \$35.00 is billed to account \* Check or Money Order Only make payable to: S.C.S.D.\***

Signature \_\_\_\_\_ Date \_\_\_\_\_

Spouse / Co-Tenant Signature \_\_\_\_\_ Date \_\_\_\_\_

If you have questions, please call the Scotia C.S.D. at (707) 764-3030 or  
infoscotiacsd@gmail.com  
Office Hours Mon-Thurs 9:00 to 3:30  
Please return the completed and signed agreement with required documentation to  
Mail: P.O. Box 104, Scotia, CA 95565 / Deliver to District Office: 400 Church Street, Scotia, CA 95565

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All valves must be closed before service can be turned on at the property. The District will turn the water service back off if it appears that water continues to run somewhere in the house or on the property.

**Applications:** applications will need to be filled out by the Tenant, Landlord and Property Manager (if applicable) once completed applications are received service will be established.

**New Homeowners:**

- Copy of Driver's License
- Copy of final closing statement, letter from escrow company or grant deed

**New Tenants**

- Rental Agreement
- Copy of Driver's License

**Water Backflow Device may be required:** If a private spring or well, water holding tank, private water booster station, landscape sprinkler system or fire sprinkler system exists on the property, a water backflow prevention device will be required according to the California Administrative Code, Title 17, Article 3, Section 7603.

**Credit Check:** By signing this form, you are providing 'written instructions' to Scotia Community Services District under the Fair Credit Reporting Act authorizing Scotia Community Services District to obtain from your personal credit profile or other information Reseller. You authorize Scotia Community Services District to obtain such information solely to conduct a pre-qualification for credit. Credit Information accessed for my pre-qualification request may be different than the Credit Information accessed by a credit grantor on a date after the date of my original prequalification request.

**Security Deposit: Guidelines for Creditworthiness.** A customer must meet one of the following criteria to meet the District's guideline for creditworthiness when considering an alternative to the collection of a security deposit: A. Prior service within the District showing timely payments within the previous two (2) years, or B. Produce a letter of credit from PG&E, or another Humboldt County utility company showing timely payments for a period of one (1) year.

The security deposit will be refunded to your account after 1 year of on- time payments or when the account is closed, whichever comes first. An additional security deposit may be required if service is discontinued for nonpayment.

**Returned Check Fee:** Checks returned by the payer's bank (for insufficient funds, closed account, stop payments, etc.) must be redeemed in cash, money order or cashier's check for the full amount plus \$30.00 service fee.

**Monthly Billing:** Utility accounts are billed monthly and due and payable upon presentation and must be paid in full by the due date on the bill, 15 days from the billing date. Any payment postmarked by the due date will be accepted as timely. If not paid in full, the bill becomes delinquent 20 days (5-day grace period) after the billing date and will be charged a 10% penalty. A disconnect warning will be mailed indicating a service disconnection date if payment has not been received within 53 days past the billing date. If payment in full is not received within 60 days of the billing date (40-day grace period), a final warning notice will be delivered/mailed/telephoned indicating the service disconnection date for non-payment is imminent. Payment to restore service will include all past due charges, current charges, late fee penalties, and a reconnection fee (plus penalties) will be made and collected prior to renewing service following a discontinuance. Customers that demonstrate a household annual income that is 200 percent below the federal poverty level will have any interest charges waived.

**Please visit ScotiaCSD.com for further information**

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Meter Number \_\_\_\_\_

Former Account Number \_\_\_\_\_

Final Meter Read \_\_\_\_\_

Parcel Number \_\_\_\_\_