



7120 Pav Way #103  
Prescott Valley, Arizona 86314  
www.ppprescott.com

Telephone: (928) 445-8750  
Fax: (928) 445-5542  
Email: info@ppmprescott.net

Dear Owner,

A House Bill was passed which stated that utility companies cannot hold owners responsible for tenant utility bills. Some smaller utility companies had been billing owners for unpaid bills the tenant did not pay. The Town of Chino Valley has now passed a policy that only the owner or legal representative can establish water service. When your property comes vacant, the next tenant cannot establish service. Service can only be established in the owner's name.

The attached form needs to be completed and returned to our office. We will hold the form on file until it needed. Please do not date the form.

Upon service being established in the owner's name, water bills will then need to be sent to us to request reimbursement from the tenant or rents will need to be increased to cover water costs. If rent is going to be increased to cover water costs, please let us know now or when the property comes vacant.

If you have any questions, please let myself, Gina or Cindy know.

Sincerely,

Diane Tenison

Enc.



# Town of Chino Valley-UT –Application for Residential Utility Service

1982 N. Voss Drive #202, Chino Valley, AZ 86323

(928) 636-6084 - Fax (928) 636-3601

e-mail: [utilitybilling@chinoaz.net](mailto:utilitybilling@chinoaz.net) [www.chinoaz.net](http://www.chinoaz.net)

### Customer Information

Please Print All Information

Owner  Tenant

Name \_\_\_\_\_ Requested Turn-on Date \_\_\_\_\_

Home Phone (\_\_\_\_) \_\_\_\_\_ Email Address \_\_\_\_\_

Service Address \_\_\_\_\_ Subdivision/Parcel ID \_\_\_\_\_

Mailing Address \_\_\_\_\_

Drivers License #: \_\_\_\_\_ Exp. Date \_\_\_\_\_ D.O.B.: \_\_\_\_\_ SS#: \_\_\_\_\_

Employers Name \_\_\_\_\_ Work Phone (\_\_\_\_) \_\_\_\_\_

Employers Address \_\_\_\_\_

Emergency Contact \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

### Service Information

Service Requested: Water  Sewer  New construction *ONLY* - Water Meter Size:  $\frac{5}{8}$ " x  $\frac{3}{4}$ "   $\frac{3}{4}$ "  1"

### Agreements

The undersigned referred to as Property Owner or Tenant at the above service address, hereby agrees to pay all costs and fees due under this agreement including, but not limited to, attorney's fees and court costs. The Property Owner or Tenant further agrees to be governed by the Ordinances/Regulations pertaining to water and/or sewer services. The Property Owner or Tenant agrees as follows:

1. Owner's Deposits: Sewer \$128.28, Water \$75.00. Tenant Deposit \$250.00. The Town shall retain all utility service deposits. No interest shall be paid on deposited amounts. The Town will refund deposits upon written application to discontinue its service and upon receipt of payment in full for water metered to such Property Owners or Tenants and for any meter damage, and/or other damage to the Town system, for which such consumer may be liable under these rules and regulations. When the written notice to discontinue service has been received by the Town, the Town may at that time apply a Property Owners or Tenants deposit to his final bill and send the Property Owners or Tenants a bill or check for the difference.
2. A non-refundable service fee of \$25.00 will be for the Town's technical and administrative services in providing the initial service to the Property Owners or Tenants.
3. Utility charges will be billed in accordance with authorized rate schedules.
4. Property Owners or Tenants agrees to give a minimum of three-business days notice in order to terminate service. A forwarding address must be provided for the purpose of submitting the final billing and the refunding of any remaining deposit.
5. By accepting utility service from the Town of Chino Valley, customers acknowledge and agree that an authorized employee of the Public Works or Utility Department, upon presentation of his credentials, shall have free access as that term is herein defined by ordinance at all reasonable hours to any residential, commercial or industrial premises connected to the Town's water service area and/or connected to the Town's sewer system for purpose of assessing applicability and/or compliance with the requirements of Chapter 50 and 51 of the Town's Utility Code.
6. Payment is due upon receipt of a billing. **Failure to receive a billing requires inquiry by a customer and does not excuse failure to pay or prevent bills from becoming delinquent.** Payment by mail may be made by personal check, cashiers check or money order. Any non-sufficient funds check is subject to a \$25.00 per check charge and may also result in delinquent account enforcement processes (including disconnection).
7. All fees and assessments are due and payable on the date billed. Water service may be discontinued for the nonpayment of any of the fees, penalties or assessments set forth in this section A delinquent notice will be placed in the U.S. Mail on or about the 22<sup>nd</sup> after bills mailed. A late charge of one and one half percent (1.5%) per month of the unpaid balance due will be imposed on bills not paid within thirty (30) days after the billing date. A door hanger will be posted on the 36<sup>th</sup> day notifying that utility service has been turned-off **No additional notice shall be given prior to utility service turn-off.**
8. PLEASE BE ADVISED THAT IN THE EVENT OF SEWER SHUT-OFF, additional costs will be assessed against you for labor and materials to install a shut-off valve in the sewer line running to your property. Sewer service shall not be re-established until all back charges are paid and the applicable deposit is paid, if required. *See* Town Code, Section 51.276. Further, during the time period that the sewer service is shut off, your property will become uninhabitable and will be posted by the Building Official, accordingly. *See* Town Code, Section 150.001.

### Customer Required Signature

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

### Payment Information for Office Use Only

Date Received \_\_\_\_\_ Amount Paid \_\_\_\_\_ Check No. \_\_\_\_\_ Received By \_\_\_\_\_

**We Must Receive The Deposits and The Original Signed Application Before Processing**



OWNER AUTHORIZATION/ALTERNATIVE MAILING ADDRESS FORM

Property Owner's Name: \_\_\_\_\_

Property Owner's Phone #: \_\_\_\_\_

Utility Account #: \_\_\_\_\_

Service Address: \_\_\_\_\_

Property Owner's Mailing Address: \_\_\_\_\_

Property Owner's Town of Chino Valley Business License #: \_\_\_\_\_

Account access authorization: I hereby authorize the Town of Chino Valley to provide full access and distribution of information regarding the above-referenced utility account to the following Authorized User:

Authorized User: \_\_\_\_\_

Alternative mailing address for utility billings and notifications. Utility billings and notifications will be mailed to the property address. Please provide an alternative mailing address only if you want the utility billings and notifications sent to a different address. Please list the alternative mailing address below:

c/o Pierce Property Management
Name

7120 Pav Way #103
Street

Prescott Valley AZ 86314 928-445-8750
City, State, Zip code Phone Number

Property Management's Town of Chino Valley Business License #: \_\_\_\_\_

I understand that as the property owner, I am contracting with Town of Chino Valley to receive water/sewer services. Notwithstanding my authorization for another person or entity to access the above-referenced utility account, I will be responsible for any charges and delinquent balances associated with the utility account.

Property Owner's Initials: \_\_\_\_\_

Property Owner's Signature \_\_\_\_\_

Date \_\_\_\_\_

Note: Management company representative must also have a Management Agreement or Listing Agreement/Trustee Deed attached to this Authorization Form.