UTILITIES REQUEST FORM

320 W. Newmark Ave., Monterey Park, CA 91754 **l** www.montereypark.ca.gov
Email: utilitypayments@montereypark.ca.gov **l Phone:** (626) 307-1342 **l Fax:** (626) 307-0573

NAME OF APPLICANT: *(Full legal or company name)*	**I REQUEST THAT SERVICE BEGIN ON:** *(Mon. - Thurs)*
SERVICE ADDRESS: *(No. & Street Name)* Monterey Park, CA *(Zip)*	
MAILING ADDRESS: *(If different)* *(No. & Street Name)* *(City)* *(State)* *(Zip)*	
PHONE NO.: ( )	**EMAIL ADDRESS:**
DRIVER'S LICENSE NO: *(Or other Government-issued ID)* (*If Other, Please Explain*):	
I AM THE: ☐ Tenant ☐ Owner ☐ Other (*If Other, Please Explain*):	
IF TENANT: ***PROVIDE RENTAL/LEASE AGREEMENT***	**IF OWNER:** ***PROVIDE DEED OR PROPERTY TAX BILL***
EMPLOYER'S NAME:	**EMPLOYER'S PHONE NO.:( )**
EMERGENCY CONTACT NAME *(Other than self):*	**RELATION TO APPLICANT OR TITLE:** / **PHONE NO.: ( )**

SIGNATURE AND ACKNOWLEDGEMENT

I hereby request that utilities be supplied to the property described above beginning on the date indicated and continuing until notice is given to the City of Monterey Park (City) to discontinue service, and I agree to the Rules and Regulations as adopted by the City. I understand that it is my responsibility to notify the City of any change in information. The City has a full discretion over any unpaid account, and I understand that if I fail to make a final payment, the City may take further action to co llect upon any remaining balance on my account. By completing this form and submitting it to the City in an electronic format, such as email, I understand that it will have the same legal effect as a form submitted by U.S. Mail or in-person. I certify under penalty of perjury under the laws of the State of California that I have read and understood the terms of the foregoing paragraph and that the information I have provided on this application is true and correct.

PRINT NAME: **SIGNATURE:** **DATE:**

== FOR OFFICE USE ONLY ==

TYPE OF SERVICE: ☐ **NEW**		☐ **CHANGE OF INFO:**	
METER SIZE:	**DEPOSIT # (Misc. receipt #)**	**DEPOSIT AMOUNT:**	**SERVICE NO.**
SERVICE START DATE:	**READING:**	**NO. OF UNITS:** ☐ COMM ☐ RES ☐	

== FOR OFFICE USE ONLY : RETURN WATER DEPOSIT PROCESS ==

END DATE:	**READING:**	**FORWARDING ADDRESS:**
REFUNDED DATE:	**CREDIT APPLIED TO WATER BILL:**	**RETURNED TO CONSUMER:**

CLEAR FORM

Requirements for all Residents to Start Service

• Complete a New Utility Request Form: The following are required:

- Service Address (property address and unit number if applicable)
- Name (First and Last)
- Phone Number and Secondary Phone Number (if available)
- Copy of Driver's License and/or Passport (or other government issued ID)
- Proof of Ownership (Final Settlement Statement or Recorded Grant Deed/Lease or rental agreement)
    - If the property ownership is listed as a Trust: a copy of the trust documents that names the party attempting to establish service as a Trustor/Trustee will be required.
    - If the property ownership is listed as a Business Name: copies of the Articles of Incorporation/LLC/LP documentation that names the party attempting to establish service as an authorized agent for service will be required
    - If an agent or property manager intends to open the account, documentation validating they are authorized to open the account is required (E.g. Business License, Business Card etc.)
- Deposit of $100.00 (or more depending on the size of meter)
    - Property owners may make a request in writing to get their deposit back after 12 consecutive months of payments on time.
    - Tenants will get their deposit back in the closing bill after deducting any amount due to the city.

*****Payment and account information/documentation must be received before service is established. Partial applications will NOT be accepted.***

*****All new services or cancellations take one business day to process. Please keep in mind, the city is closed every Friday, weekends and Holidays.***

*****Any outstanding balance is due immediately and if payment is not received, a Notice of Delinquency will be issued, and the account will be subject to additional fees.***

Frequently Asked Questions

Q: Can I start service in person?
A: Yes. Please visit the Cashier window inside City Hall located at: 320 W. Newmark, Monterey Park CA 91754. You will need to bring the documents listed above to establish an account.

Q: Can I start service over the phone?
A: You cannot start services over the phone, but you can call us, and we can email you an application if you like.

Q: Can I mail my application to start service?
A: Yes. You will need to mail your completed application, along with copies of all requirements listed above.

**Documents received via mail will be evaluated to determine that all required information is present. If all required documents and payment have been received, service will start the next business day. If any documentation is missing, all documents will be mailed back and a request for the missing documentation will be enclosed. Please do not send originals by mail*

Q: Can someone else start service on my behalf?
A: Yes. A representative may come into City Hall with a completed application, proof of ownership or tenancy (final settlement statement, recorded grant deed or lease/rental agreement) along with a copy of the owner or tenant's driver's license and/or passport and a Letter of Authorization from the owner or tenant allowing the representative to start services in their absence and in THEIR name.