



City of Vallejo • Commercial Services • 555 Santa Clara Street, Vallejo, CA 94590
Phone: (707) 648-4345 Fax: (707) 638-3520 vallejowaterbilling@cityofvallejo.net

REQUEST TO START WATER SERVICE

Every effort will be made to begin services on your requested start date; however, some orders may be held until the following business day. All requests for service received before 5:00 p.m. will be processed the next business day after your application has been received and approved, based on field staff availability. Services cannot be started on weekends or holidays.

Please complete this form clearly and return with your I.D. and proof of ownership/rental lease agreement.

■ Today's Date:	
■ Date to Start Service:	
■ Service Address:	

APPLICANT INFORMATION:

Applicant:	☐ Property Owner	☐ Renting or Leasing Tenant	☐ Property Manager or Realtor
Property Type:	☐ Single Family Residence	☐ 2+ Multi Family Residence	☐ Commercial Building
Is water service currently on at the service address?	☐ Unsure	☐ No	☐ Yes
Have you previously had a water account with the City of Vallejo?	☐ No	☐ Yes:	

PRIMARY APPLICANT INFORMATION:

■ Name of Applicant:			
■ Mailing Address:			
■ City, State, Zip Code:			
■ Phone Number:		■ Email Address:	
■ Social Security Number or Federal Tax ID Number:		■ Driver's License Number:	
■ Name of Employer:		■ Employer's Phone Number:	
■ Employer Address:			

CO-APPLICANT INFORMATION (if applicable):

■ Name of Applicant:		■ Relation to Primary:	
■ Phone Number:		■ Email Address:	
■ Social Security Number or Federal Tax ID Number:		■ Driver's License Number:	
■ Name of Employer:		■ Employer's Phone Number:	
■ Employer Address:			

Please Read:

☐

I understand it is my responsibility to notify the City of Vallejo when services at the above service address need to be canceled. I will remain responsible for all water services and charges until I have filed a stop services form. If a stop service form is not received by the City of Vallejo, charges will continue to accumulate on the account until such notice has been received and accepted by the City of Vallejo. I acknowledge this by initialing on the left.

Initial Here



REQUEST TO START WATER SERVICE (Continued)

PROPERTY OWNER INFORMATION:

■ Name of Owner:		
■ Address		
■ City, State, Zip:		
■ Phone Number:		■ Email Address:

A COMPLETE APPLICATION, PROOF OF OWNERSHIP OR RENTAL AGREEMENT OR PROPERTY MANAGEMENT AGREEMENT, A VALID PHOTO ID, AND A SECURITY DEPOSIT ARE REQUIRED TO ESTABLISH WATER SERVICE. Once completed, please print and sign the application then return to the City of Vallejo Commercial Services Division with all required documentation. You may return the requested information through various methods: 1) In person at Vallejo City Hall located at 555 Santa Clara St, Vallejo CA 94590, or 2) Via mail to the City of Vallejo Commercial Services Division, 555 Santa Clara St, 1st Floor, Vallejo CA 94590, or 3) Via fax at (707)-638-3520, or 4) Via email VallejoWaterBilling@CityofVallejo.net (When requesting a specific service state date, please allow for adequate mailing time). The Commercial Services Division will not process any requests until receipt of all applicable documents and payments or other fees are received. Service may be delayed or denied if an application is incomplete.

The security deposit fee amount depends on the property's classification. Please contact Commercial Services for the current deposit fee amount at (707)-648-4345. ***The security deposit shall be applied to the closing bill upon the discontinuation of services and any remaining credit will be refunded via check in the mail.*** If you move to a new service location, a new account will be opened and a new deposit fee may be required unless the applicant satisfies the City of Vallejo's exemption criteria. If multiple locations are serviced by the City of Vallejo, then a deposit may be required for each location. A deposit will be due at the time services are activated.

SIGNATURE AND ACKNOWLEDGEMENT:

I/We are requesting the City of Vallejo to turn on water at the listed service address and understand that if all water using appliances are not completely closed, or if anything is leaking, the premises may suffer water damage. I/We hereby accept full responsibility of such damage and agree to indemnify, defend, and hold harmless the City of Vallejo, its officers and employees from and against any and all loss, liability, expense, cost claims, demands, suits and damages, including attorney's fees arising directly or indirectly related to the turning on of water service at the listed service address, except for a liability arising from the sole negligence or willful misconduct of the City of Vallejo.

I/We, the undersigned, hereby apply for water service at the listed service address. I/We agree to use the water service and pay all rates and charges for water service in accordance with the Vallejo Municipal Code, Title 11, and to comply with all water regulations of the City of Vallejo. I/We understand that the City of Vallejo shall have the right to terminate water service if any of the foregoing information is determined to be false or untrue or if the required security deposit and/or monthly bills are unpaid. I/We represent and warrant that I am authorized to sign this application. I/We have read the foregoing and declare under the penalty of perjury under the laws of the State of California that the foregoing is true, correct, and complete to the best of my/our knowledge.

PRIMARY APPLICANT SIGNATURE: _____ DATE: _____

CO-APPLICANT SIGNATURE (if applicable): _____ DATE: _____

Received By: _____ Date: _____
Completed By: _____ Date: _____

Official Use Only

WATER SERVICE STARTED

☐ YES ☐ NO
ACCOUNT NUMBER

Security Deposit: _____

Other Fees: _____

Total Due: _____

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