



## **CHECKLIST FOR UTILITY APPLICATIONS:**

### **PROPERTY OWNER:**

- Complete Utility Application
- Copy of a photo ID
- Proof of Ownership
  - Such as escrow, loan, insurance documents, etc.

### **TENANT:**

- Complete Utility Application
- Copy of a photo ID
- Rental Agreement or attached Rental Agreement Certification
  - Copy of property owner's ID if Rental Agreement Certification is completed
- \$300 deposit for Residential accounts (Commercial accounts are subject to change. Please contact Ulysa Leon at (559) 550-0745 for further information).
- Acceptable payments are:
  - Check/Money Order
  - Online Payment (Visa or Mastercard only, service charge of \$5)

### **PLEASE NOTE:**

The City of Kerman will reject any Applications if any of these documents are missing. Services will remain off until a complete application is submitted.

These documents can be turned in at City Hall, left in an envelope in the drop box located outside of City Hall, or emailed to [Finance@cityofkerman.org](mailto:Finance@cityofkerman.org)

If you have any questions, please contact our office at (559) 550-2900.



**City of Kerman**  
Application for Utility Services

Owner

Tenant

City of Kerman  
850 S. Madera Ave  
Kerman, CA 93630  
(559) 550-2900  
(559) 846-6199-Fax

Service Start Date \_\_\_\_\_

Customer Name (1) \_\_\_\_\_ Customer Name (2) \_\_\_\_\_

Business Name \_\_\_\_\_

SSN (1) \_\_\_\_\_ SSN (2) \_\_\_\_\_

ID Number (1) \_\_\_\_\_ ID Number (2) \_\_\_\_\_

Date of Birth (1) \_\_\_\_\_ Date of Birth (2) \_\_\_\_\_

Phone Number (1) \_\_\_\_\_ Phone Number (2) \_\_\_\_\_

Mobile Number (1) \_\_\_\_\_ Mobile Phone (2) \_\_\_\_\_

Email \_\_\_\_\_ Email \_\_\_\_\_

Employer Name (1) \_\_\_\_\_ Employer Name (2) \_\_\_\_\_

Employer Number (1) \_\_\_\_\_ Employer Number (2) \_\_\_\_\_

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

Mailing Address \_\_\_\_\_ City/St/Zip \_\_\_\_\_

Emergency Contact \_\_\_\_\_ Phone Number \_\_\_\_\_

I would like to enroll my Utility Account in automatic payments. Please provide me with  
more information.

YES      NO

Property Owners Name \_\_\_\_\_

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

City/St/Zip \_\_\_\_\_

Phone Number \_\_\_\_\_

Phone Number \_\_\_\_\_

\*\*\*\*\*For New Construction Only\*\*\*\*\* (Please Initial)

I understand that the billing will begin on the date that the residence passes final inspection and it will be my responsibility to pay the invoice. The initial billed amount will be pro-rated for any days remaining in the current billing cycle.

Signature (1) \_\_\_\_\_

Signature (2) \_\_\_\_\_

**CITY OF KERMAN OFFICE USE ONLY:**

Received By: \_\_\_\_\_ Date \_\_\_\_\_ Initial \_\_\_\_\_

Has Bins  Water On

New Account in Sprbrk: \_\_\_\_\_ Date \_\_\_\_\_ Initial \_\_\_\_\_ Account # \_\_\_\_\_

Deposit Amount \_\_\_\_\_ Deposit TR from Acct # \_\_\_\_\_ Receipt No. \_\_\_\_\_ Date \_\_\_\_\_ Initial \_\_\_\_\_

Water \_\_\_\_\_ Sewer \_\_\_\_\_ Solid Waste \_\_\_\_\_ Storm Drain \_\_\_\_\_ Street Sweep \_\_\_\_\_

Meter Size \_\_\_\_\_ Water Code \_\_\_\_\_ Fixed \_\_\_\_\_ Flow \_\_\_\_\_

Sub-Division (Tract #) \_\_\_\_\_

Tax Lot (APN#) \_\_\_\_\_

Parcel # (Lot #) \_\_\_\_\_

Solid Waste Carts: \_\_\_\_\_ Faxed to Mid Valley: \_\_\_\_\_

TR      RC      GW

Date \_\_\_\_\_ Initial \_\_\_\_\_

# **City of Kerman**

## **Conditions of Utility Service**

**Revised April 2023**

### **All Utility Customers:**

Utility Services provided by the City of Kerman are subject to the policies set forth in the Kerman Municipal Ordinance (KMO). Rates are set forth by Resolution adopted by the City Council of the City of Kerman or policies for operation and collection are set forth by administrative policies set by the City Manager. Theft of utilities is set forth in the KMO & Government Code of the State of California.

Responsibility for the costs of utility services provided remains with the customer, however, delinquent utilities charges may be levied as a lien against the property for non-payment. New utility services of any type will not be re-established to a property, which has any delinquent utility charges.

Before, utility services can be established each customer must first file a signed Application for Utility Services with the City.

- **Residential**

1. Rental Agreement or Proof of Ownership.
2. A Valid Occupancy Permit.
3. Signature of resident and/or property owner regarding responsibility for service charges.
4. Proper cross-connection protection per city ordinance.
5. Installation and access to a lockable water service valve at the point of connection to the City's water distribution system.
6. An approved water meter installation in cases of new construction or transfer of property.
7. Credit established:
  - A) All tenants and/or property owners with a bad credit history shall deposit in the amount equal to the estimated amount of 2 months utility services.
  - B) If the applicant is the property owner and there is no previous bad credit history for utilities credit can be determined established.

Services are also subject to state and local rules and regulations for Health and Safety including but not limited to:

- **Commercial/Industrial**

1. A valid Occupancy Permit.
2. Signature of property owner or tenant regarding responsibility for service charges.
3. Proper cross-connection protection per city ordinance.
4. An approved water meter installation (Mandatory on all new commercial or industrial Accounts)
5. Reasonable access and water service lockable stop valve at the point of connection to the City's water distribution system.
6. A valid Business License (In the case of a commercial industrial use).
7. A copy of any other required permits or licenses required by other governmental agencies having jurisdiction of the operation and establishment over said commercial or industrial use.
8. Any other requirements or regulations for operation as set forth in the list of conditions of the industries Conditional Use Permit. (This may include limits to wastewater discharge, air pollution and or other environmental concerns.)

### **Out of Jurisdiction Utility Customers**

All out of jurisdiction utility customers are subject to the same conditions of service as customers within the City of Kerman's jurisdiction plus the following additional requirements:

- Rates are subject to the City of Kerman's rate for out of jurisdiction customers as set by Resolution (**Currently 1.20 times a service unit**).
- **West Date Service Area** customers must pay a surcharge of up to \$5.00 per month to cover the City's cost of flushing the West Date Service Area Water Mains.
- Applicants must provide copies of County permits verifying occupancy, destruction or positive disconnection from any wells or septic systems as appropriate.
- Agreement to annex within one year if requested by the City of Kerman.
- Payment of all Development Impact Fees relating to the service being requested.
- A further understanding and hold harmless that in the case of water supply or sewer capacity shortages, customers outside of the City of Kerman's jurisdiction will be the first to be cut back or curtailed.

---

**It is understood and agreed by both the undersigned owner and occupant to all the terms and conditions listed above. It is also understood the City of Kerman will be held harmless for termination of services due to the breach of these conditions by the applicant. It is further understood and agreed the City of Kerman will take all necessary actions in accordance with the KMO, Government Code and Health and Safety Code and other applicable law to enforce these conditions including costs of necessary enforcement.**

TENANT  PROPERTY OWNER

---

Signature

Print Name

Date

**\*\*\*\*\*ONLY PROPERTY OWNERS ARE ELIGIBLE TO COSIGN FOR A TENANT, AND MUST BE ABLE TO PROVIDE PROOF OF OWNERSHIP, IF NECESSARY. COSIGNERS WILL BE HELD LIABLE FOR ALL UNPAID BALANCE LEFT BY THE TENANT\*\*\*\*\***

I agree to the terms listed above

---

Signature

Print Name

Date



## RENTAL CERTIFICATION

FOR TENANTS WHO DO NOT HAVE A RENTAL AGREEMENT ONLY

Print Name (Landlord / Lessor): \_\_\_\_\_

Print Name (Tenant / Lessee): \_\_\_\_\_

Move In Date: \_\_\_\_\_

Both parties hereby acknowledge and understand the following:

1. The landlord/lessor will be held responsible for any services provided prior to the move in date listed above.
  
2. The tenant/lessee will be held responsible for any services provided after the move in date listed above.

---

Signature  
(Landlord / Lessor)

---

Signature  
(Tenant / Lessee)