



THE CITY OF  
**BENICIA**  
CALIFORNIA

# City of Benicia Finance Department

250 EAST L STREET, BENICIA, CA 94510 • (707) 746-4225 • FAX (707) 747-8115

[UTILITYBILLING@CI.BENICIA.CA.US](mailto:UTILITYBILLING@CI.BENICIA.CA.US)

## APPLICATION TO ADD SECONDARY PERSON TO UTILITY ACCOUNT

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

Personal Information: (State Identification or Driver's License and Social Security or Full Tax ID # are required)

PRIMARY NAME / BUSINESS NAME

Primary Persons Signature \_\_\_\_\_ Date \_\_\_\_\_

SECONDARY NAME	LAST 4 OF SOCIAL OR FULL TAX ID NUMBER	STATE	DRIVER'S LICENSE #

Secondary Persons Signature \_\_\_\_\_ Date \_\_\_\_\_

Please check one and complete requested information:

<input type="checkbox"/>	<b>Owner</b> (Proof of Ownership Required: Settlement Statement or Deed of Purchase)	Escrow Close Date	
<input type="checkbox"/>	<b>Landlord/Property Manager/Real Estate Agent</b>	Name of Property Owner	
<input type="checkbox"/>	<b>Renter/Lessee</b> <b>*MUST BE ON LEASE*</b> (LEASE AGREEMENT IS REQUIRED)	Rental Agreement Start Date	
		Landlord Name	
		Landlord Phone Number	

### Office Use Only:

Account # \_\_\_\_\_ Customer # \_\_\_\_\_

Received By: \_\_\_\_\_

Cycle: 1 or 2

Same Day Service: YES or NO

Date Received

# Customer Agreement

**Each person must review and initial each item below**

Customer is requesting that the City of Benicia turn on water at the requested service address. Service request dates must fall within an operating business day otherwise the requested service will be processed and performed on the following business day. Please realize that if all water-using appliances are not completely closed, or if there are any leaks, the premises may suffer water damage. Customer hereby accepts full responsibility for water damage caused to property of owner or occupant and shall hold the City of Benicia harmless if any damage should occur or if any injury to persons may occur due to activation of utilities.

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SECONDARY INITIAL

It is the customer's responsibility to notify the City when services at the above listed service address need to be cancelled. The customer will remain responsible for all utility services and charges until they have filed an application to stop services. If a stop service form is not received by the City all charges will continue to accumulate on the account until such notice has been received and accepted by the City.

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SECONDARY INITIAL

Customer hereby guarantees the City of Benicia that s/he does not have any utility accounts that need to be cancelled and does not have any outstanding balances owed on any previous accounts with the City of Benicia. Customer understands that any undisclosed accounts will result in the City of Benicia requiring immediate payment of all past due balances and/or discontinuing service at Customer's new location. In case service shall be interrupted or fail by reason of accident or any other cause whatsoever, City of Benicia shall not be liable for damages for interruption or failure, nor shall such failures or interruptions for any reasonable period of time be held to constitute a breach of contract on the part of City of Benicia or in any way relieve Customer from performing the obligations of this contract.

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SECONDARY INITIAL

Customer is requesting that the City of Benicia start utility services at the above service address. **The City of Benicia is unable to backdate services.** Every effort will be made to start services on the customer's requested start date, however some orders may be held until the following business day. Deposits will be billed to customers first bill.

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SECONDARY INITIAL