



# Starting/Stopping Water Service Quick Reference Guide

Before you start Water Service.

## Helpful Information on City Website

[www.FowlerCity.org/Departments/Publicworks/Water](http://www.FowlerCity.org/Departments/Publicworks/Water)

and/or [www.FowlerCity.org](http://www.FowlerCity.org) : Utility Billing

- Water Shutoff Policy
- Watering Schedule
- Online Bill Pay Information for Monthly Utility Billing

### ✓ Starting Water Service as Owner

- **Application.** An original Water Service Application must be filled out.
- **Proof of Ownership.** Paperwork showing address and owner name of residence.
- **Deposit.** A \$100 deposit is required along with the application. (**CHECK OR MONEY ORDER**)
- **Deposit Refund.** As owner, the \$100 deposit is refundable after 12 consecutive months of no late payments made.

### ✓ Starting Water Service as Tenant

- **Application.** An original Water Service Application must be filled out. On the Application there is a portion to be filled out by Property Owner/Property Management and tenant.
- **Rental Agreement.** Copy of rental contract or lease showing address and tenant & owner information.
- **Deposit.** A \$100 deposit is required along with the application. (**CHECK OR MONEY ORDER**)
- **Deposit Refund.** The \$100 deposit gets refunded when tenant moves out of residence and account is closed.

### ✓ Stopping Water Service as Owner/Tenant

A Stop Service Form is required to be filled out by the owner/tenant before they are ready to move out to ensure the city can process your Water Deposit, if a deposit is on file, in a timely manner. When the form is received at the Water Department, a final billing is issued up to the date provided on the Stop Service Form. The stop service date cannot be back dated from the date received and date must be a City working business day. Final bill is deducted from deposit and the remainder, if any, is mailed out in the form of a check to forwarding address provided on Stop Service Form.

**Note: Please allow 3-4 weeks for refund check to be processed and mailed out.**

### ✓ Contact Info for City of Fowler Water Dept.

Phone: 559-834-3113 Ext.100; Website: [fowlercitiy.org](http://fowlercitiy.org); Address: 128 S. 5<sup>th</sup> St., Fowler, CA 93625