



ATASCADERO MUTUAL WATER COMPANY

5005 El Camino Real ▪ PO Box 6075 ▪ Atascadero, CA 93423
805-466-2428 ▪ 805-466-2596 ▪ www.amwc.us

Shareholder Account Preferences

This form must be filled out by the shareholder (property owner on title).

Atascadero Mutual Water Company (AMWC) is a mutually owned water company, which means that property owners within our service area are our shareholders. California regulations for mutual water companies require that all water service accounts be held in the name of the property owner listed on title.

AMWC does not open or maintain accounts in the name of tenants or any non-owners, including business owners who may be leasing commercial property.

SHAREHOLDER INFORMATION

| | | | |
|---------------------|--|------------|------|
| Account Number | | (AMWC Use) | LOT: |
| Service Address | | | |
| Property Owner Name | | | |
| Mailing Address | | | |
| City, State, Zip | | | |
| Owner Phone | | | |
| Email | | | |

DUPLICATE BILLING: AMWC does not read the water meter when tenants move in or out. Duplicate billing will begin with the current read cycle and will include all charges incurred since the last meter reading. It is the responsibility of the owner/property manager to prorate charges between tenants and resolve any payment adjustments. A paper bill will be addressed to the tenant and mailed to the tenant at the address provided.

TENANT INFORMATION

| | |
|-------------------------------|--|
| Name | |
| Business Name (if applicable) | |
| Mailing Address | |
| City, State, Zip | |
| Tenant Phone | |
| Tenant Email | |

| PROPERTY MANAGER (OR AUTHORIZED REPRESENTATIVE) | |
|---|--|
| Name of Property Manager or Authorized Representative | |
| Company Name | |
| Mailing Address | |
| City, State, Zip | |
| Phone | |
| Email | |

CIVIC PAY ONLINE ACCOUNT PORTAL (for Owners and Authorized Agents only)

NOTE: Residential Tenants do not have access to the property owner’s online account portal; however, they may make payments using the QUICK PAY option available from the home page of our website.

Release of Account Information (CHECK ONE only)

- GENERAL ACCESS: I hereby authorize AMWC to release (verbally and/or in writing) information regarding this account and to provide my property manager/authorized representative with access to AMWC's online payment portal (view water usage, payment history, view & print bills and make manual payments). This authorization to release my account information will remain in effect until I direct AMWC otherwise.

- PRIMARY FULL ACCESS: I hereby direct AMWC to give Primary Access of my online water account to my property manager/authorized representative. I understand that in doing so, the property manager/authorized Representative will have the ability to make scheduled payments on my behalf and will have full control of all online account preferences. **ONLY Select this option if the property manager or authorized agent need to schedule recurring payments using a credit/debit card.**

Terms and Conditions

By signing below, I represent and warrant that I am the owner of the property at the service address listed above and recognize that such ownership makes me a shareholder in the Atascadero Mutual Water Company (AMWC). I understand and agree that, as the shareholder, I am solely responsible for payment of all charges associated with AMWC providing water service to the property, even if such charges were incurred by a tenant. If I have authorized AMWC to send the original water bill to a property manager/authorized representative or to release account balance information to a property manager/authorized representative and/or tenant, then I further agree to indemnify, defend and hold AMWC harmless from and against any and all actions, claims, demands, damages, settlements and costs, including attorneys’ fees, it may incur as a result of, in connection with, or arising from AMWC’s release of such account information.

Shareholder Signature: _____

Date: _____