

LOS ALAMOS COMMUNITY SERVICES DISTRICT

82 North Saint Joseph St • (805) 344-4195 • Fax (805) 344-2908
Post Office Box 675
LOS ALAMOS, CALIFORNIA 93440

September 8, 2003

To: Rental Property Owners

Re: Procedures for Payment of Sewer and Water Charges on Rental Properties

Dear Customers:

The Board of Directors of the Los Alamos Community Services District has adopted new procedures for the payment of water and sewer service charges on rental properties. These new procedures, which were approved by the Board on August 27, 2003 and became effective on September 1, 2003, accomplish two things.

First, they clarify that the property owner has primary responsibility for the payment of water and sewer charges (including interest and penalties) where the charges were incurred by and billed to the property owner's tenant.

Second, they provide that, in the future, all charges will be billed to the property owner directly, unless the owner completes a form requesting that bills be sent to the tenant. In that case, the District will, as an accommodation, send monthly bills to the tenant, but the property owner will remain liable for any charges that the tenant fails to pay.

These new billing procedures apply to all new applications for service submitted after September 1, 2003. If an existing service account is currently in the name of a tenant, no changes to the account are required at this time. However, at such time as the tenant changes, the property owner will be required to submit an application for new service and will be shown on the District's records as the party receiving service.

If you have any questions regarding this matter, please feel free to contact the District office at (805) 344-4195.

Sincerely,

The Board of Directors of the Los
Alamos Community Services District

G:\15580\0008\LTR 09-05-03 Notice to Customers.doc