



# SECONDARY ACCOUNT HOLDER (SAH) CONSENT FORM

City of Grass Valley  
125 E Main Street, Grass Valley, CA 95945  
Phone: (866) 306-4009  
Fax: (623) 518-4100

City Ordinance allows a property owner to add a Secondary Account Holder or SAH, to the water and/or sewer account for billing purposes. An SAH will be the recipient of the water and/or sewer bills at the mailing address requested by the SAH until the time that they or the property owner request their removal from the property's account. During the time that the SAH is listed on the account, they will be able to:

- Access billing and usage information.
- Apply for a payment arrangement and/or a Low Income Discount.

To add a Secondary Account Holder (SAH) to the property please have the SAH complete Part A and sign where indicated. The property owner must then complete Part B, initial each of the consent terms and sign where indicated.

### Part A (Secondary Account Holder (SAH) to complete):

Service Address: \_\_\_\_\_ Effective Date: \_\_\_\_\_

Secondary Account Holder (SAH) Name/ Contact: \_\_\_\_\_

SAH Type (circle one): Tenant / Property Manager/ Realtor/ Other: \_\_\_\_\_

SAH Mailing Address: \_\_\_\_\_

SAH Primary Phone #: \_\_\_\_\_ SAH Alternate Phone #: \_\_\_\_\_

*By signing this consent form I am agreeing to have my name added to the service address listed above as a Secondary Account Holder (SAH).*

SAH's Signature: \_\_\_\_\_ Today's Date: \_\_\_\_\_

### Part B (Property Owner to complete):

Customer/Account #: \_\_\_\_\_

Owner Name: \_\_\_\_\_ Owner Email Address: \_\_\_\_\_

Owner Mailing Address: \_\_\_\_\_

Owner Primary Phone #: \_\_\_\_\_ Owner Alternate Phone #: \_\_\_\_\_

### Consent Terms (Property Owner to initial each item):

\_\_\_\_\_ I, the legal owner of this property, understand that I am ultimately liable for all costs of the water and/or sewer for this property as well as any other fees associated with this service regardless of there being a Secondary Account Holder (SAH) listed on the property's account. I understand the City Ordinance states that the service fees follow the property and that if said water/sewer bill is not paid timely, the service may be discontinued, a lien may be placed against the property, and other legal steps may be taken as necessary.

\_\_\_\_\_ I, the legal owner of this property, understand that the City does not back bill and that any billing breakdown or other billing issue between this SAH and I are civil issues. I understand that the City of Grass Valley is not required to provide a final bill, prorate bills or mediate any possible discrepancies. However, upon request the City will provide a check list to customers to help them create a final bill estimate when removing the SAH from the property's account. To remove and SAH from an account and request a final bill estimate check list, call 1-866-306-4009.

*By signing this consent form I agree to allow the Secondary Account Holder (SAH) listed above to be added to my property's account, and I confirm that I understand and agree to the terms above.*

Owner's Signature: \_\_\_\_\_ Today's Date: \_\_\_\_\_