



# RIO LINDA/ELVERTA COMMUNITY WATER DISTRICT

P.O. BOX 400 • 730 L STREET  
RIO LINDA, CALIFORNIA 95673

Phone: (916) 991-1000  
[www.rlecwd.com](http://www.rlecwd.com)

## PAYMENT ARRANGEMENT FORM

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Acct. #: \_\_\_\_\_

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

Phone #: \_\_\_\_\_

AMOUNT PAYING TODAY: \$ \_\_\_\_\_  
(required)

BALANCE DUE: \$ \_\_\_\_\_  
(After current payment)

I agree to pay the remaining balance due on my account according to the payment schedule as listed below:

DATE DUE

AMOUNT DUE

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**(Payment arrangement cannot extend past the current billing cycle, unless approved by General Manager)**

I understand that payments shown above must be **received** in the RLECWD office by **4:00 p.m.** on the date due. I understand that only **(2) payment arrangements** are allowed in a **calendar year\***. I understand that if any payment is not received by the date due:

1. This agreement will be cancelled and be rendered null and void.
2. The total outstanding balance will become immediately due and payable in full.
3. A Turn-Off Notice will be posted at the property, and my account charged an **additional \$40.00** fee.
4. Failure to pay the Amount Due listed on the notice will result in water service to the property being disconnected on the date specified on the Turn-Off Notice. In the event water service is turned off, it will not be reinstated until the full account balance, plus the Turn-on/Turn-off fee of **\$40.00** is paid.
5. The District reserves the right to deny future Payment Arrangements.

**This Payment Arrangement form must be signed and returned to the District office, prior to disconnection of service to be valid.**

\_\_\_\_\_  
(Tenant Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Owners Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(District Employee Signature)

\_\_\_\_\_  
(Date)

*\*See reverse side for Payment Arrangement Policy*

### **\* 4.31.25 Payment Arrangement Policy**

The District may offer up to (2) Payment Arrangements in a calendar year to customers experiencing a financial hardship. In order to qualify for a Payment Arrangement:

1. The customer must be in good standing with previous Payment Arrangements over the past 12 months.
  2. The Payment Arrangement must not extend past the current billing cycle, unless approved by the General Manager.
  3. A portion of the bill must be paid at the time of the Payment Arrangement.
1. After the District provides the ten (10) day notice of late payment and shut-off pursuant to section 4.31.280 of this policy and section 60371 of the Government Code, the actual user of the services may submit an application with the District to become a customer for water services. Reasonable efforts will be made to confirm the Property Owner's consent to this arrangement. The applicant will be required to provide District with a current lease agreement and proof of timely payment of rent for the month immediately preceding the date of application.

The General Manager or authorized personnel may sign and approve the Payment Arrangement form. The Payment Arrangement form must be signed and received at the District office prior to disconnection of service. If the Payment Arrangement is being requested by the Occupant of a residence who is not the Owner, it must be signed by the Property Owner or have the Owners verbal approval to be valid.

The Customer's failure to comply with a Payment Arrangement as agreed shall result in:

1. The Payment Arrangement being cancelled and rendered null and void.
2. The total outstanding balance will become immediately due and payable in full. A **Turn- Off Notice tag** will be posted at the property, and the account charged an additional **Turn Off Notice tag fee** per the District's current fee Ordinance.
3. **Failure to pay the amount due** listed on the notice will result in water service to the property **being disconnected on** the date specified on the Turn-Off Notice. In the event water service is turned off, it will not be reinstated until the full account balance, and an additional **Service Turn-Off/Turn-On Fee** per the District's current fee Ordinance, is paid.
4. The District reserves the right to deny future Payment Arrangements.