



City of Morgan Hill  
17575 Peak Ave  
Morgan Hill, Ca. 95037  
Water Billing: 408-779-7221

### City of Morgan Hill Water Service Request Checklist

- Download water application form, complete all fields, read the information, physically sign the form.
- Scan or take a photo of your valid driver's license (to be included in submission)

*Do you rent or own?*

- Rent: List who you rent from on the application

*Do you own: (see below).*

If you purchased your home on or after June 1, 2022, you will need to provide certification for both your private sewer lateral and water conservation.


- Private Sewer Lateral (PSL) compliance certificate must be included (seller provides to buyer).  
If no certificate was provided by the seller, you must present either (1) the transfer of responsibility (this is issued at time of sell with both seller and buyer and must be notarized), (2) acceptance of responsibility form (must be notarized), or (3) the exemption form with backup (does *not* need to be notarized).

- Water Conservation Certificate, Acceptance of Responsibility (notarized), Transfer of Responsibility, or exemption form (with backup), must be included.

*Note: All properties constructed after 1994 may complete water conservation exemption form.*

\*If you have questions regarding PSL or Water conservation forms, you may go to:  
<https://www.morgan-hill.ca.gov/2302/Utility-Inspections-at-Property-Sale> or contact  
[psl.wc@morganhill.ca.gov](mailto:psl.wc@morganhill.ca.gov) or 669.253.4332

**\*Any requests with missing forms or data will not be processed.**

\*Once the checklist has been reviewed and completed, you may email the items with the green box  to [utilitybilling@morganhill.ca.gov](mailto:utilitybilling@morganhill.ca.gov) or bring them to our office at 17575 Peak Ave.  
(renters only need the top three items to be completed).



City of Morgan Hill  
Utility Billing Department  
17575 Peak Ave., Ste#100  
Morgan Hill, CA 95037

**Phone: (408) 779-7221**

**Email: [utilitybilling@morganhill.ca.gov](mailto:utilitybilling@morganhill.ca.gov)**

## CITY OF MORGAN HILL UTILITY SERVICES APPLICATION & CONTRACT

**-- Please contact the Utility Billing offices after submission to ensure receipt of request --**

Requested Start Date \* \_\_\_\_\_ Service Address \_\_\_\_\_

\*Standard service must be received at least one (1) business day before services start date (Mon-Fri) or select additional services below.

Uco g'Fc{ 'Ugtxleg'Tgs wguv(before 2:30 pm, \$65 Add'l Fee) \_\_\_\_\_ Chgt'J qwtu'Ugtxleg'Tgs wguv(after 2:30 pm, \$135 Add'l Fee) \_\_\_\_\_

Primary Account Holder Name \_\_\_\_\_

Spouse/Other Responsible Person(s) \_\_\_\_\_

Meter size \_\_\_\_\_ 1" or less \_\_\_\_\_ Mailing Address \_\_\_\_\_

Driver's License (1) \_\_\_\_\_ Driver's License (2) \_\_\_\_\_  
Primary Account Holder Other Account Holder

Primary Phone No \_\_\_\_\_ Other Phone No \_\_\_\_\_

Customer Email Address \_\_\_\_\_

**Renters:** name & phone number of owner \_\_\_\_\_ **Owners:** PSL and Water Conservation Certificates required

**\*\*COPIES OF DRIVER'S LICENSES MUST ACCOMPANY THIS APPLICATION\*\***

### CUSTOMER AGREES:

- To pay for the utility rates and penalties in effect, subject to change at any time, including the non-refundable **service charge of \$47.00 for all new and reactivating accounts. (This fee is assessed on your first bill).** This contract shall take effect on the date signed and rates shall be charged from the date services are provided. This contract is subject to all provisions of Morgan Hill Municipal Code Chapters 13.04 and 13.16, as amended from time to time.
- To not hold City responsible for any damage by water or by other cause resulting from defective plumbing or appliances on the premises supplied with water, installed by the owner or occupant. Customer acknowledges that the fact that the agents of City have inspected the plumbing and appliances shall not be pleaded as a basis of recovery in case of damage to the premises from defective plumbing or appliances installed by the owner or occupant.
- To not hold City responsible for damage caused to property of owner or occupant when water service is turned on. It is Customer's responsibility to ensure that all faucets on premises are turned off.
- That, in case the supply shall be interrupted or fail by reason of accident or any other cause whatsoever, City shall not be liable for damages for interruption or failure, nor shall such failures or interruptions for any reasonable period of time be held to constitute a breach of contract on the part of City or in any way relieve Customer from performing the obligations of this contract.
- That failure to receive utility billings will not be recognized as a valid excuse for failure to pay utility billings when due. The City's Finance Department must be notified of any change in occupancy or any change in mailing address. **Customer acknowledges that customer will be responsible for all utility charges until customer notifies the City in writing at least one business day in advance that the customer desires to stop utility by completing the City's cancellation request form.**
- That City reserves the right at any time to shut off the water supply because of repairs, extensions, nonpayment of rates or any other reason, and City shall not be responsible for any damage such as bursting of boilers supplied by direct pressure, the breaking of any pipe or fixture, stoppage or interruption of water supply or any other damage resulting from the shutting off of water.
- That Customer understands that it is unlawful for any person, unless duly authorized by the superintendent, to disturb, interfere with or damage any water main, water pipe, machinery, tools, meters or any other appliances, buildings, improvements, lawns, grass plots, flowers, vines, bushes, trees or other property belonging to, connected with or under the control of the municipal water supply system of City.
- Visit our website at [www.morganhill.ca.gov](http://www.morganhill.ca.gov), (click the utility billing tab) for information on rates, online bill pay, and other general account and water and sewer information. You must call or email our office to confirm receipt of application.

**By signing this form, I am confirming I have read and acknowledge the above agreement and the general information for fees and billing**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature (Digital signatures not accepted)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature (Digital signatures not accepted)