



## COMMERCIAL AND OTHER ACCOUNTS

- Condos & Apartments – 2 units or more
- Public Authority/Government
- Commercial/Industrial
- Irrigation Only

### Request for Allocation Adjustment

The allocation billing system serves as a tool to help customers meet the staged mandatory water use reductions and avoid significant penalties. If you believe you need an adjusted allocation based on the reasons listed below, you must complete and return this form. Adjustments may be approved subject to verification and periodic review by GSWC. Some variances may not be approved per current drought status. **IMPORTANT! Confirmed water waste will result in revocation of approved allocation adjustments.**

Name on Account: \_\_\_\_\_ Account No. \_\_\_\_\_  
 Mailing Address: (if different from service address): \_\_\_\_\_  
 Email: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

I have read the ALLOCATION ADJUSTMENT GUIDELINES (on back page) and request an adjusted water allocation as indicated below (please check one):

- 1. ADDITIONAL FULL-TIME OCCUPANTS - Total number of occupants in 2013: \_\_\_ vs. 20\_\_\_ : \_\_\_**  
**Please check property type:**  Duplex  Triplex  Fourplex  5 or more attached units  
*Water audit and/or verification of occupancy may be required, including but not limited to lease agreements, utility bills, etc. Refusal or failure to comply or provide documentation requested by GSWC shall result in denial or revocation of allocation adjustments. Please list all full-time occupants below.*

Name	Age	Unit No.	Name	Age	Unit No.
1.			4.		
2.			5.		
3.			<i>Attach additional page if needed.</i>		

- 2. AGREGATION OF ALLOWED & ACTUAL WATER USE OF MULTIPLE ACCOUNTS FOR PUBLIC SAFETY AND COMMUNITY USE**  
**Please submit the following with this application:**
  - List of ALL Irrigation Only account numbers you are requesting to include in a monthly aggregate use report
  - For EACH account, list of customer names, and service addresses
  - Name, phone number and email address of contact person who will receive the aggregate use report
  - Plan itemizing the intended changes in water use per account to meet the allowed water use for the aggregate
- 3. OTHER CIRCUMSTANCE - Type of business associated with the account: \_\_\_\_\_**  
**Please attach explanation on a separate sheet.** *Water audit and/or verification may be required.*

**PLEASE NOTE: Submissions with incomplete information or documentation(s) will be returned to applicant. Approval of an allocation adjustment does not constitute a release from conserving, and surcharges may be incurred if you exceed your water allocation. Processing may take 30 days. GSWC will respond to your request in writing. If approved, new allocation will apply starting with the next bill.**

**RETURN COMPLETED APPLICATION AND ACCEPTABLE DOCUMENTATION BY:**  
 (MAIL) Customer Service Center, Golden State Water Company PO Box 9016, San Dimas, CA 91773-9016,  
 (FAX) 888-667-4545, or (EMAIL) [customerservice@gswater.com](mailto:customerservice@gswater.com). For questions, call 1-800-999-4033.

I have completed this form and affirm that I am the above account holder and the information contained herein, including attachments, is complete and accurate. I further understand that all variances are subject to change and I may be liable for back charges for providing false information.

PRINT NAME: \_\_\_\_\_ AUTHORIZED SIGNATURE: \_\_\_\_\_

<i>GSWC Office Use Only</i>					
<i>Approved/Denied</i>		<i>Designated Manager</i>		<i>Application Record</i>	
<i>Allocation Increase (ccf per month)</i>		<i>Signature</i>		<i>Application</i>	
<i>Customer Notified</i>		<i>Signature Date</i>		<i>Returned from CSA</i>	

## **Allocation Adjustment Guidelines**

### **A. GENERAL INFORMATION**

1. The customer is responsible for contacting GSWC and submitting a Request for Allocation Adjustment in writing
2. Documentation subject to verification and review by GSWC will be required at the discretion of GSWC
3. Upon verification and approval of customer's request by GSWC, the allocation adjustment will be applied to the next bill and will not be retroactive
4. Refusal or failure of applicant to provide documentation acceptable to and requested by GSWC shall result in denial or revocation of adjustment
5. Reasons for requesting allocation adjustments cannot be related to non-essential or water waste activities
6. GSWC may re-bill for periods of ineligibility based on applicable rate schedule and or system reduction goals.

### **B. RELEVANT FACTORS THAT MAY QUALIFY FOR ALLOCATION ADJUSTMENTS**

1. Additional Full-Time Occupants 2013 vs. CURRENT – GSWC uses baseline allocation of 2 CCF per full-time resident (1 CCF = 100 cubic feet = 748 gallons).
2. Aggregation of Allowed and Actual Water Use of Multiple Accounts for Public Safety and Community Use – Based on the list of accounts provided by the applicant, GSWC will validate and aggregate in a monthly report that shows:
  - a. Total allowed water use for all aggregated accounts
  - b. Total actual water use for all aggregated accounts
  - c. Total units of actual water use above or below allowed water use for all accounts (1 CCF = 100 cubic feet = 748 gallons)
3. Other Circumstance, examples include but are not limited:
  - a. Change in type of business associated with the account
  - b. Increase in water use related to regulatory or legal compliance
  - c. Hardship Case – reduction in water use may cause bankruptcy or substantial loss of customers