

Request for Allocation Adjustment

The allocation billing system is designed to serve as a tool to help you meet the staged mandatory water use reductions. Using water efficiently helps GSWC keep water rates low and can help customers 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: _____ **ACCOUNT NO.** _____
Email: _____ **Daytime Phone:** _____ **Evening Phone:** _____
Mailing Address: (if different from service address): _____

I have read the ALLOCATION ADJUSTMENT GUIDELINES (on back page) and request an adjusted water allocation for the following reason(s):

- 1. NEW OCCUPANT OR EXISTING OCCUPANT WITH MORE THAN 4 FULL-TIME RESIDENTS IN HOUSEHOLD**

Total number in household 2013: ___ vs. 20 ___ : _____

GSWC reserves the right to require and verify documents that establish eligibility of full-time residents. Examples include but is not limited to recent tax returns, lease agreements, birth certificates, school ID, etc. Refusal or failure of applicant to provide documentation acceptable to and requested by GSWC shall result in denial or revocation of allocation adjustments.

Please list all full-time residents below.

Name	Age	Relationship	Name	Age	Relationship
1.			5.		
2.			6.		
3.			7.		
4.			<i>Attach additional page if needed.</i>		

- 2. MEDICAL NEEDS.** *Physician's verification with this form is required.*

Additional water requested for:

_____ # of baths per week _____ # of showers per week _____ # of loads of laundry
If different use from above, indicate doctor's verifiable estimate of gallons per day required: _____

- 3. OTHER CIRCUMSTANCE.** *Please explain circumstance, attach additional page if needed. Water audit and/or verification may be required.*

PLEASE NOTE: Submissions with incomplete information or missing documentation(s) will be returned to applicant. Approval of an allocation adjustment does not constitute a release from conserving in your home and penalties 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. For questions, call 1-800-999-4033.

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.

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: _____ **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. New Occupancy or Increase in Number of Full-Time Residents 2013 vs. CURRENT – GSWC uses baseline allocation of 2 CCF per full-time resident and household size will have to exceed 4 full-time residents before exceeding minimum allocation of 8 CCF per month (1 CCF = 100 cubic feet = 748 gallons).
2. Medical Needs – determined on a case by case basis and requires verification from physician
3. Other Circumstance, examples include but are not limited to:
 - a. Livestock (15 gallons of water per day per animal weighing more than 100 pounds)
 - b. Licensed 24/7 child or adult care facility
 - c. Irrigation of garden as primary source of food supply