

**LETTER OF AUTHORIZATION FOR  
AGENT REPRESENTING PARCEL OWNER**  
Orange County Sanitation District Regional Sewer User Fee

Parcel Owner's Name (s) \_\_\_\_\_

Mailing Address \_\_\_\_\_

\_\_\_\_\_ Tel. No. \_\_\_\_\_

Parcel Number (s) \_\_\_\_\_

- I. The Orange County Sanitation District (OC San) collects sanitary sewer service charges on the property tax roll in accordance with OC San Ordinances. Parcel owners have the right to communicate directly with the OC San staff regarding service charges placed on their parcels or they may authorize an agent to represent them.
- II. The owner(s) have elected to authorize the agent named below to act on our behalf as Agent in matters relating to the OC San service charge placed on the property tax bill for those parcels owned by the undersigned as listed above. The Agent has full permission to act on the Owner's behalf in connection with all matters pertaining to the service charge for any listed parcels, and OC San is authorized to release any information relating to the listed parcels' service charge to the designated Agent.

Agent Name \_\_\_\_\_

Address \_\_\_\_\_

Tel. No. \_\_\_\_\_ Email \_\_\_\_\_

- III. Having delegated the above authority, the owner accepts full responsibility for any action taken within the scope of Agent's authority as set forth above. The owner understands that OC San will review the service charges on said parcels and make corrections accordingly. Corrections made by OC San may decrease or increase service charges.
- IV. This Authorization expires automatically one year from date of execution below.  
The Authorization may be revoked prior to the indicated term by a certified letter signed by the parcel owner, a partner, a corporate officer or other authorized person. Such revocation shall become effective when received by OC San.
- V. By executing this form, we are also authorizing OC San to access our water consumption information from the water service provider.
- VI. I declare under penalty of perjury under the laws of the State of California that the information provided on this application is true and correct in all respects and that I am the Owner or am authorized to sign this letter of authorization of behalf of the Owner.

Print Name \_\_\_\_\_

Company Name \_\_\_\_\_

Title \_\_\_\_\_

Email \_\_\_\_\_

Signature \_\_\_\_\_

Date of Execution \_\_\_\_\_

**If the Owner is not a natural person, proof of authority to sign must be submitted to OC San together with this form (see Proof of Authority Document). Property Management Company must attach the OC San Affidavit. The information provided is subject to verification with the parcel owner.**

**This form MUST be notarized**

ORIGINAL SIGNATURE OR **CERTIFIED ELECTRONIC SIGNATURE** REQUIRED

*A Notary Public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.*

State of \_\_\_\_\_

County of \_\_\_\_\_

On \_\_\_\_\_, before me, \_\_\_\_\_, Notary Public, \_\_\_\_\_ personally  
appeared \_\_\_\_\_

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

SIGNATURE \_\_\_\_\_

PLACE NOTARY SEAL ABOVE