

SAMPLE LETTER TO BE RECEIVED FROM CUSTOMER
FOR DEPOSIT WAIVER FOR THE CITY OF HUNTINGTON BEACH

XYZ UTILITY COMPANY

Date

Customer Name
Customer Address

Regarding: Account No: XXXXXX

Thank you for your recent inquiry regarding your payment history with XYZ Utility Company in the last year. Please find your payment history below. We hope the information provided will assist you in establishing a new account at the City of Huntington Beach.

Service Address: ADDRESS
ADDRESS

Date Service Established	Date Service Discontinued	#of Overdue Payments In Last 12 Months

If we may be of further assistance, please do not hesitate to call us at XXXXX

Sincerely,

Utility Company
Title

NOTE: A new residential applicant will be determined to meet the creditworthiness policy of the City of Huntington Beach and, thus, be relieved from posting a security deposit if the applicant currently (or within the last 90 days) has municipal services with the City of Huntington Beach and did not receive more than one (1) final notice count in the last 12 months (1 year). In addition, The City of Huntington Beach may waive the security deposit if the applicant provides a letter from the applicant's current utility that confirms no more than one late fee during the past one year. If this letter is not provided at the time of the application, the applicant will be required to pay the deposit and, if within 10 days of application, the documentation is received and approved, the City will provide a billing credit in the amount of the deposit placed.