



City of Morgan Hill Water Conservation Inspection Program

# Acceptance of Responsibility to Inspect and Retrofit

The responsibility for inspecting the building plumbing fixtures is the sole duty of the seller and may not be transferred to the buyer unless a Transfer of Responsibility to Retrofit Form was submitted. If a buyer does not have a Water Conservation Certificate or Transfer of Responsibility to Retrofit Form, then utility services may be initiated if the buyer signs an Acceptance of Responsibility to Inspect and Retrofit Form.

## 1. Property Information

Street Address: \_\_\_\_\_ Assessor's Parcel Number: \_\_\_\_\_

## 2. Buyer's Signature

By signing below, I, the buyer of the above-referenced property, agree to accept responsibility for completing an inspection and retrofitting the plumbing fixtures to high efficiency fixtures on my property as required in Morgan Hill Municipal Code Chapter 13.20. I understand that **I will be required to replace or retrofit any plumbing fixtures to meet the City's standards**, and to obtain a Water Conservation Certificate within one hundred eighty (180) calendar days following the date of change in ownership, in accordance with the procedures outlined on the back of this form. I understand that if I have not obtained a Water Conservation Certificate within 180 days, I will be subject to penalties and/or the suspension of water service to the property.

\_\_\_\_\_  
*Buyer's name (please print)*

\_\_\_\_\_  
*Buyer's signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Telephone*

Buyer's Mailing Address: \_\_\_\_\_

Buyer's Email Address: \_\_\_\_\_

## 3. NOTARY ACKNOWLEDGMENT OF BUYER'S SIGNATURE

State of California County of \_\_\_\_\_

On \_\_\_\_\_ (date) before me,

\_\_\_\_\_ (insert name and title of the officer), personally appeared \_\_\_\_\_ (insert name of buyer), 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 the State of California that the foregoing paragraph is true and correct. WITNESS my hand and official seal.

Signature \_\_\_\_\_ (Seal)

## FOR OFFICE USE ONLY: CITY ACKNOWLEDGEMENT OF RECEIPT

Date of Receipt:

City Reviewer:

## **Background**

Prior to the time of sale, all residential, commercial, and industrial buildings within the City of Morgan Hill shall have the plumbing fixtures inspected by a licensed plumber for complying with retrofit requirements to meet the City's standards as specified by the Water Conservation Ordinance unless exempted under Section 13.04.335 of the Morgan Hill Municipal Code or unless the responsibility to retrofit is transferred to the buyer. The buyer then has 180 calendar days from the time of sale to complete the retrofitting and submit a completed Water Conservation Inspection Report showing that the plumbing fixtures have been corrected to meet the City's standards.

In the event that a property is sold without completion of the required Water Conservation inspection and a buyer cannot therefore produce a Water Conservation Certificate nor a Transfer of Responsibility to Retrofit Form, then the buyer may complete an Acceptance of Responsibility to Inspect and Retrofit Form. The buyer then has 180 days from the time of utility activation to complete the retrofits and submit a completed inspection report showing that the fixture(s) has been retrofitted to meet the City's standards.

## **Instructions for the Acceptance of Responsibility to Inspect and Retrofit to the Buyer**

**Step 1** – Buyer completes parts 1 and 2 of this form and has signature notarized.

**Step 2** – Bring in or mail this completed Acceptance of Responsibility to Inspect and Retrofit form to the City to start your new utility services. The City's Utility Billing Division is located in City Hall at 17575 Peak Ave.

**Step 3** – Have the property's plumbing fixtures retrofit to meet the City's standards as specified in the Water Conservation Ordinance. If the fixture(s) pass inspection, then submit the passing inspection report to [WC.Inspections@morganhill.ca.gov](mailto:WC.Inspections@morganhill.ca.gov) and the City will issue a Water Conservation Certificate. If the fixture(s) fails inspection, then complete any retrofits.

**Step 4** – After the retrofitting has been completed, have a re-inspection performed by a licensed plumber and submit the completed Water Conservation Inspection Report documenting that there are no remaining other than high efficiency plumbing fixtures in the private parcel to the [WC.Inspections@morganhill.ca.gov](mailto:WC.Inspections@morganhill.ca.gov) within 180 days.

Keep a copy of your Water Conservation Certificate for your records. One copy should be given to your real estate agent to be included with documents transferring title to the property.

## **Failure to Inspect or Retrofit**

If it is determined that the required inspection and/or retrofitting was never completed by the buyer as agreed to in this form, the City of Morgan Hill will exercise its legal remedies, including, but not limited to, a notice of violation recorded against the property, additional civil or criminal penalties in accordance with the Morgan Hill Municipal Code, and the suspension of water service.

**For additional information, please contact Environmental Services Department at (669) 253-4332.**