



INSTRUCTIONS ON HOW TO COMPLETE A *CERTIFICATE of OWNERSHIP and AUTHORIZATION* of OWNER DESIGNEE or TENANT form

General

IID has a responsibility to both landowners and tenants to accurately define lands receiving water. Proper documentation of Imperial Valley farm fields is essential to the fair distribution of water and billing for Water Availability assessment. All farm fields current on their water billing and water availability charges are eligible. If you have any questions regarding this water card form, please contact a division office: Southwest (760)482-9800; Northend (760)482-9900; Holtville (760)339-9600; or email to watercard@iid.com; or call key customer coordinator at (760)339-9334; or look for additional water card information on the IID web site at: <http://www.iid.com/water/agriculture-customers/water-cards>. This form is in an editable pdf format that enables it to be filled out online and saved to your computer. This helps make it easier to maintain up to date water card forms when a change to a field's information occurs.

One form must be completed for each field. The form is necessary to fulfill the purposes and needs of the IID, landowner and tenant related to ordering and paying for water. A general explanation of the form and the information IID needs for each of your fields is provided in these instructions. IID will strictly rely on the information you provide on these forms in acting or not acting on water order requests. It is the obligation of the property owner, owner designee or authorized tenant to keep the information current on the forms. Please retain copies of any documents returned to the district for your own records.

Each field on the IID Field Atlas Map is identified with its ID Field No. and corresponding farmable acreage. These maps are available at division offices to assist you in locating your fields and assigning the correct ID Field number(s) and farmable acreage to your IID field records. When there are instances where a field is not identified on a map it is your responsibility to work with IID staff to reconcile the differences. It is also your responsibility to update all your forms as needed whenever there is a change in the owner, owner designee or tenant, or the number of acres associated with the field.

A. DETAILED FIELD DESCRIPTION

1. Canal/Gate/Field: Please enter the field's name the way it is listed on your most recent water bill statement. Example: SOA 55 001A
2. ID Field No. (see map): ID Field Numbers are listed on the IID Geospatial Data Base map. Contact a division office to obtain the field's ID Field Number if you do not have it.
3. Farmable Acres (see map): Farmable Acres for fields are listed on the IID Field Atlas map, in parenthesis. For the few fields where maps are not yet available, please provide the district with the Farmable Acres for the field ("*green acres*" or *the acres that get wet when irrigating; whichever is greater*). Discrepancies with Farmable Acres listed on the IID Field Atlas map can be resolved by contacting a division supervisor.
4. Plot description: This is the properties Legal Description as listed on the properties Grant Deed. It may also be listed on your County property tax invoice statement for the field. Divisions can also assist with completing this information.



5. Section or Tract: The section or tract designation, (T) township and (R) range for the field is listed on the field's Grant Deed. It may also be available on the County property tax invoice statement for the field. It is usually included field's Legal Description. Divisions can also assist with providing this information.

6. Assessment No. (s): Enter the Assessment Number(s) from the most recent County property tax invoice statement for the field. It is now a 12 digit number. Divisions can also assist with providing this information.

B. OWNER (*required*) and **OWNER DESIGNEE** (*if applicable*):

1. Owner legal name (*print*): Print the legal name of the owner as recorded on the County tax roll records for the field. The primary owners name is all that is required if the field has multiple owners.
2. IID water account no: Enter the primary Owner's IID water account number. It is a seven digit number beginning with the number 3.
3. Position/Title (*if applicable*): Enter the position, or title, of the legal owner of the field if applicable.
4. Company (*if applicable*): Enter the name of the company associated with the owner of the field if applicable.
5. Address, City, State, Zip: Enter the business address, city, state and zip code of the legal owner of the field.
6. Date: Enter the date the legal owner signed the form.
7. Owner signature: The legal owner's signature must be entered. The primary owners signature is all that is required if the field has multiple owners.
8. Phone number: Enter the legal owner phone number.
9. Cell phone: Enter the legal owner cell phone number.
10. E-mail address: Enter the legal owner e-mail address.

11. Owner designee legal name (*print*): Print the legal name of the Owner Designee of the field if applicable.
12. IID water account no: Enter the Designee's IID water account number. It is a seven digit number beginning with the number 3.
13. Position/Title (*if applicable*): Enter the position, or title, of the Owner Designee for the field if applicable.
14. Company (*if applicable*): Enter the name of the company associated with the Owner Designee for the field if applicable.
15. Address, City, State, Zip: Enter the business address, city, state and zip code of the Owner Designee for the field.
16. Date: Enter the date the Owner Designee signed the form.
17. Designee signature: The Owner Designee signature must be entered.
18. Phone number: Enter the Owner Designee phone number.
19. Cell phone: Enter the Owner Designee cell phone number.
20. E-mail address: Enter the Owner Designee e-mail address.



C. TENANT (*if applicable*):

- Owner orders water:** Check this box if there is no Tenant and the field is Owner farmed
- Designee authorized to order water:** Check this box if there is no Tenant and the Designee is also farming the field.
- 1. **Tenant legal name (*print*):** Print the legal name of the owner as recorded on the County tax roll records for the field. The primary owners name is all that is required if the field has multiple owners.
- 2. **IID water account no:** Enter the Tenants IID water account number. It is a seven digit number beginning with the number 3.
- 3. **Position/Title (*if applicable*):** Enter the position, or title, of the Tenant for the field, if applicable.
- 4. **Company (*if applicable*):** Enter the name of the company associated with the Tenant for the field, if applicable.
- 5. **Address, City, State, Zip:** Enter the business address, city, state and zip code of the Tenant for the field.
- 6. **Date:** Enter the date the Tenant signed the form.
- 7. **Tenant signature (*optional*):** The signature of the Tenant may be entered.
- 8. **Phone number:** Enter the Tenant's phone number.
- 9. **Cell phone:** Enter the Tenant cell phone number.
- 10. **E-mail address:** Enter the Tenant e-mail address.

D. (*Optional*) Check who may have online access to just this field's water bill statement: Check who may be authorized to have access (*when this function is available*) to this field's water bill statement through the IID online web portal. More than one may be selected.