



LEASE AND RENTAL PROPERTY REQUIREMENTS

SHAREHOLDER LEASES

- Submit a copy of the executed Lease Agreement. No particular form of Lease is required, but must be legally sufficient under California law (see Legally Sufficient Contract).
- Lessors signature(s) on the Lease Agreement need to be notarized if the Agreement is being mailed in or submitted to the company office by someone other than the Lessor(s). The Notary Acknowledgement must reference the document the signature is on. If the Agreement is submitted to the office by the Lessor(s) a valid picture identification is needed.

SHAREHOLDER RENTAL PROPERTIES

- Submit a copy of the Rental Agreement with tenant to the company office. No particular form of Rental Agreement is required, but must be legally sufficient under California law (see Legally Sufficient Contract).
- The Shareholder must advise SAWCo in writing of the address where the water bill is to be sent and to whose attention.
- The Shareholder must advise SAWCo in writing of the Shareholder's address and telephone number which is to be considered the last known address of the Shareholder for all purposes.



REQUIREMENTS FOR A LEGALLY SUFFICIENT CONTRACT

1. The Agreement¹ must be in writing.
2. The Agreement must specify a term, with a commencement date and an ending date.
3. The name of the Lessor or Shareholder must match the name on the Water Stock Certificate or Certificates as reflected in the Company records.
4. The Agreement must be signed by all of the Lessors or Shareholders reflected in the Water Stock Certificate or Certificates and is reflected in the Company records.
5. The Agreement must be signed by each Lessee or Tenant who will be occupying the Property.
6. The Agreement filed with the Company must be an original, not a copy.
7. Any Agreement filed with the Company that does not meet the foregoing requirements shall be returned with a letter indicating the deficiency to be cured before the Company will deem the Lease or Rental Agreement to be in compliance with the Policy on Leasing of Shares or Rental Agreements as adopted by the Company.