A. **Application**

An application for service is required. At the option of the Utility, a verbal request for service may be accepted. However, each applicant for service may be required to sign an application on a form provided by the Utility. The application information may vary depending upon the type of service requested by the applicant. Applicants desiring special rates and/or services may be required to complete additional forms and/or contracts in accordance with the Utility's applicable tariffs.

The application is a request for service and it does not bind the Utility to serve except under its filed tariffs and under reasonable conditions. The application does not bind the applicant to take service for a longer period than the minimum requirements of the Utility's tariffs. These tariffs constitute the terms and conditions of the agreement between the Utility and the customer for service rendered, unless otherwise agreed to in writing.

The Utility may refuse or discontinue gas service if the acts of the applicant indicate an intent to evade the credit practices of the Utility or if the conditions on the applicant's premises indicate an intent to evade payment of a Utility bill. If an applicant knowingly furnishes false, incomplete, misleading or inaccurate information or refuses to provide required information to the Utility, it shall be deemed to be an intent to evade the credit practices of the Utility. Upon written request of the applicant, the Utility shall provide a written statement of the reason for such refusal or discontinuance.

B. **Information Required on Application**

In addition to the information the Utility may require from applicants in order to establish credit in accordance with Rule No. 6, and to establish the identity of the applicant, all applicants shall provide such other information as the Utility may reasonably require for service. This information includes, but is not limited to:

1. Legal name of the applicant(s.)
2. Name of the applicant's spouse or other adults residing at the premises.
3. Service address.
4. Billing address.
5. Date applicant will be ready for service.
6. Purpose for which service is to be used with description of appliances.
7. Whether gas service has previously been supplied to the premises.
8. Whether applicant is the owner, agent or tenant of the premises.
9. Rate schedule desired (if optional schedules are available).
B. Information Required on Application (Continued)

The applicant may also be required to provide information necessary to the design, installation, maintenance and operation of the Utility's facilities, including the connected load, the number of residential dwelling units/spaces, the size or character of the appliances or apparatus to be installed, and other information required by the Utility's applicable tariffs. Further, prior to and while taking service, for every service, applicant must meet the Utility's creditworthiness requirements. In addition, a service establishment charge may be required when service is established or re-established.

C. Changes in Load or Operation

It is the customer's responsibility to notify the Utility in writing within 15 days if the customer makes any change in the connected load, in the number of residential dwelling units/spaces, or in the size or character of the appliances or apparatus. Such change(s) may require a new application for service and/or a change in the Utility's service facilities, and may result in the customer being transferred to a different tariff schedule.

D. Joint and Several Liability for Service/Beneficial Use

Where two or more applicants join in one application or contract for Utility service, they shall be jointly and severally liable under the terms of the application/contract and shall be billed by means of a single periodic bill mailed to the customer designated to receive the bill.

Whether or not the Utility obtained a joint application or contract for residential service, where there is evidence that an adult(s) other than the applicant resided at the premises and benefited from Utility service, the other adult(s) and the applicant shall be jointly and severally liable for service rendered while such other adults resided at the premises.

The Utility may trigger an investigation that would require the customer to verify that they were not previously benefiting from utility service if the Utility identifies any of the following: a common address returned from Experian Identity Validation tool or a matching telephone number as a previous service holder; or landlord or homeowner confirms that the occupant is not new or has been residing at the address; the account is transferred to the name of a spouse or roommate; the account is transferred to someone with the same email address as the previous customer; or the account is transferred to someone with the same banking information as the previous customer.

If it is safe to do so and the Utility has the necessary access to do so, the Utility shall provide immediate service while it conducts its investigation.

The Utility must conduct an initial investigation set forth above prior to sending a field representative to the service location to verify if the new customer may be a beneficiary of prior service.
A residential customer can dispute the outcome of benefit of service by submitting additional evidence to the Utility within 30 days of the initial determination. The Utility has 30 days to respond to the dispute with the outcome. The Utility will provide both verbal and written notice to the customer of the outcome and what documentation was used in making the determination. The notice will also include the contact information for the Commission’s Consumer Affairs Branch and any internal appeal process that may be available to dispute the determination. The Utility shall document all reasonable efforts to contact the customer either by telephone or in writing. If the customer still believes there to be an error with the determination, the customer can submit a complaint to the California Public Utilities Commission (CPUC) at www.cpuc.ca.gov/complaints/. Billing and service complaints are handled by the CPUC’s Consumer Affairs Branch (CAB), 505 Van Ness Ave, Room 203, San Francisco, CA 94102, phone: 1-800-649-7570.

No new customer who was under the age of 18 during the period in question shall be required to absorb a benefit of service charge.

E. Refusal to Provide Service or Discontinuance of Service

The Utility may refuse to provide service or may discontinue or disconnect service and/or may rebill the account when:

1. The information provided to the Utility in applying for service is false, incomplete, misleading or inaccurate; or

2. The applicant has applied for service under a fictitious name or under the name of another to avoid payment of any Utility bill for service provided at the current premises or any previous premises or that the applicant has requested service in his/her legal name to assist another in avoiding payment of any Utility bill for service provided at the current account location or any previous account location; or

3. The applicant and/or other adults residing with the applicant have received the benefit of service without paying for it and are attempting to change the name on the account to avoid payment of any Utility bill for service provided at the current account location or any previous account location; or

4. The Utility is unable to arrange with the applicant or customer for a safe working environment for Utility employees on the premises being served.

In the event of a rebill, the Utility shall provide the customer with the reason for such rebill.
F. Request for Medical Baseline Allowance by Residential Customer

The Utility may require a residential customer, or prospective residential customer, to complete a Medical Baseline Allowance or Use of Natural Gas Medical Equipment for Life Support application, Form 4859-E, if appropriate, before additional medical baseline quantities can be determined. The additional medical baseline allowance will become effective for service rendered after the next regular meter reading following receipt of the Form by the Utility.