

REQUIREMENTS FOR THE LEASE OF SAN ANTONIO WATER COMPANY SHARES  
AND RENTAL OF PROPERTY LOCATED IN THE SAN ANTONIO WATER COMPANY  
SERVICE AREA

1. The Agreement<sup>1</sup> 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. Lessor's signature must be notarized; or the lease Agreement can submitted to the office with Lessors valid picture identification.
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.
8. Shareholder shall advise Water Company in writing of the Shareholder's address and telephone number which is to be considered as the last known address of the Shareholder for all purposes.
9. Shareholder shall advise Water Company in writing as to how to notify (by phone or by mail) the Shareholder if the Tenant occupying the Property is late on payment of the Property's water bill and is scheduled for shut off.

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<sup>1</sup>"Agreement" refers to either Lease of Shares or Rental Agreement as the context requires.