



HOA Pre-Inspection Form

Submit this completed form to EBMUD to request an inspection for properties in a Homeowner's Association (HOA). Scheduling an appointment using the www.eastbaypsl.com website or failure to provide a complete sewer map prior to scheduling will subject the HOA to **enforcement action such as appointment cancellation**.

- Complete this form. Submit with sewer map to psl@ebmud.com at least 2 weeks prior to desired appointment date to allow 2 weeks for EBMUD staff review.
- Confirm the allocation of responsibility stated below is consistent with HOA's Statement of Responsibility (SOR) form. The SOR must be approved by EBMUD before this form is accepted.
- This pre-inspection form is valid for 1 year after approval. After 1 year, a new pre-inspection form and map must be submitted.
- **NO INSPECTION WILL BE PERFORMED UNLESS THIS FORM AND MAP ARE REVIEWED BY STAFF.** Only after you receive written approval from EBMUD staff, call (510) 287-1599 to schedule an inspection.
- A revised sewer map must be submitted if field observations identify discrepancies in this project's previously approved map. Additional inspections will not be scheduled until the revised map is approved.

Required Information

- Name of HOA AND primary street address: _____
- Parcel number (APN) for appointment (common area APN): _____
- Total number of laterals and private manholes on project: _____ PSL(s) _____ MH(s)
- HOA contact name (to contact about this document): _____
- HOA Contact phone number and email: _____
- Contractor name, phone number and email: _____
- What is your preferred inspection date and window (e.g., 2PM - 5 PM) or specific time? (An increased fee applies for specific time appointments): _____
- Please confirm the allocation of responsibility within the HOA by checking the box next to the correct statement:
 - HOA has maintenance responsibility for **ALL** private sewer laterals
 - HOA and Property Owners have responsibility for different portions of the private sewer laterals
 - HOA contains privately-owned sewer mains

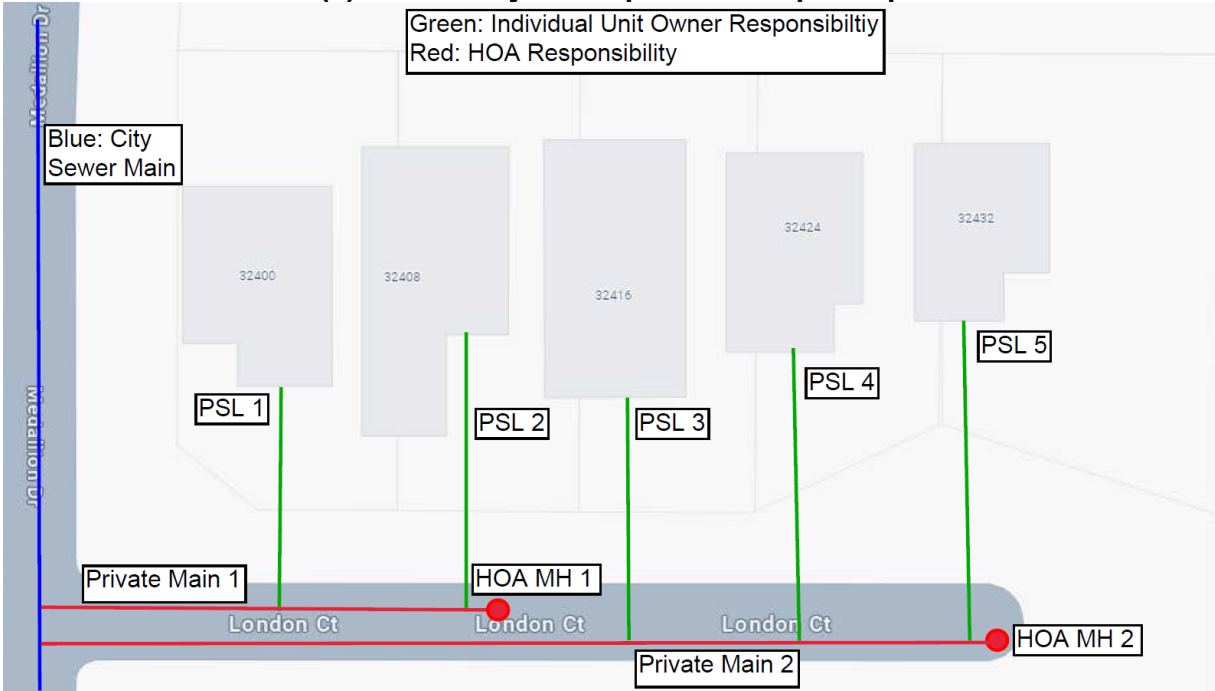
Map Requirements with Examples

- As required in the Contractor Guidelines, for parcels in an HOA, the contractor must include a map with this pre-inspection form showing the parcel/community boundary, all laterals, private mains, and private manholes of the parcel or parcel group to EBMUD prior to scheduling. Label and number all laterals, private mains, and private manholes. Label city mains to which the HOA connects and bordering city streets. If submitting civil designs, highlight and label all sewer lines. Mark any laterals that do not convey flow (e.g., lines that have been/will be abandoned).

(1) Condo building example map



(2) Community development example map



Signature _____

Print Name _____ Date _____