

Guidelines for Time Extension Certificate

This guideline includes information about the conditions and process for obtaining a Time Extension Certificate. A Time Extension Certificate grants the bearer more time before needing to obtain a Compliance Certificate.

The Regional Private Sewer Lateral (PSL) Program protects San Francisco Bay from sewage overflows and is a joint effort of federal, state, and local agencies. Repairing old cracked sewer pipes ensures that during storms, rainwater does not enter sanitary sewer lines. Too much rainwater can overwhelm the sanitary sewer system allowing partially treated sewage to flow into the Bay.

Regional PSL Program requirements apply to property owners who are buying or selling a property, performing building or remodeling in excess of \$100,000, or changing water meter size. Property owners are required to obtain a Compliance Certificate or Time Extension Certificate, or if certain conditions are met, they may be eligible for an Exemption Certificate.

Below is information about how to apply for a Time Extension Certificate.

A 180-day time extension for obtaining a Compliance Certificate is available when you are buying or selling a property. If you cannot obtain a Compliance Certificate for your PSL before transferring title, you may apply for a Time Extension Certificate which will allow 180 days from the certificate issue date for PSL work to be completed. The Time Extension Certificate is only valid if it is returned to EBMUD along with a \$4,500 deposit at title transfer.

1. Apply for Time Extension Certificate

1. Go online to the Regional PSL Program website at www.eastbaypsl.com.
2. Click on "Request Certificate" located on the left side of the screen under the Site Map.
3. At the "Start Here" page, enter your parcel address or parcel number, and click the search button. When the results are displayed at the bottom of the screen, click on your parcel address. On the next screen, fill out the requested information, and select "Request a Time Extension Certificate."
4. Fill out the forms and pay the Time Extension Certificate fee.

2. Complete and Sign Time Extension Certificate

The Time Extension Certificate must be completed and signed by the applicant prior to title transfer. Either party in the transaction or their representative can apply. The Time Extension Certificate must state who will receive the funds when compliance is achieved and include a mailing address for the refund recipient.

3. Mail Time Extension Certificate and \$4,500 to EBMUD

Upon title transfer, the applicant must mail the completed Time Extension Certificate and a check for \$4,500 made payable to EBMUD-PSL. The check must include the parcel number. The \$4,500 will be released to the designated party when compliance is achieved.

Mail to: EBMUD-PSL Remittance Center
PO Box 24055
Oakland, CA 94623

4. Get the \$4,500 Refund

EBMUD automatically mails the refund to the party stated on the Time Extension Certificate if compliance is met within 180 days (i.e., a Compliance Certificate is obtained). During the 180-day time extension period, the responsible party, as negotiated between the buyer and seller, shall complete the requirements to obtain a Compliance Certificate by repairing or replacing the PSL as necessary. **Note: The \$4,500 deposit will not be refunded until a Compliance Certificate is obtained.**

EBMUD monitors its system daily for Compliance Certificates that have been obtained and automatically processes the refund. Refunds are typically received by the customer 2 to 3 weeks from the date that the Compliance Certificate was issued.

Refund checks are mailed out every Friday, but can also be picked up on Fridays after 12 pm if requested by the customer. Note that there can be a delay in processing the refund if EBMUD does not have information for the refund recipient. To check the status of a refund, confirm the mailing address for the refund recipient, or request a check pickup, call (866) 40-EBMUD (Mon-Fri 8:00 am – 4:30 pm) or email psl@ebmud.com.

If the Time Extension Certificate deposit was made by check, a period of two weeks is required for the check to clear. EBMUD will not make a refund during this period.

Time Extension Certificates cannot be extended, but can be transferred. The current refund recipient must provide the name and mailing address of the new refund recipient in writing to EBMUD prior to obtaining a compliance certificate. If the current refund recipient would like the deposit refunded to them *without* having obtained a compliance certificate, the new refund recipient must provide a replacement \$4,500 deposit. One Time Extension Certificate may be purchased for each title transfer.

5. Appeal

If you believe you require additional time (beyond 180 days) to obtain a Compliance Certificate, you may be able to request relief. To be considered for additional time, you must submit a completed Appeal form. The form can be downloaded here: <http://www.eastbaypsl.com/eastbaypsl/guidelines.html>

- If you are eligible for a Time Extension Certificate (e.g., title to your property has been or will be transferred) you must do so prior to using the appeals process.
- If approved for additional time, EBMUD may require Property Owners to enter into a Compliance Agreement with EBMUD. The Compliance Agreement is a legally-binding document that may include a requirement to perform specified work on a stated schedule and/or requires an additional deposit.
- Additional documentation may be required.

The request and supporting documentation can be sent via email to psl@ebmud.com or mail to the following address:

EBMUD – Regional PSL Program
ATTN: PSL Request for Relief – Supporting Documents
375 11th Street, MS 702
Oakland, CA 94607-4240

Your request will be subject to review. EBMUD may grant your request if it is supported by adequate documentation and if EBMUD determines, after taking into consideration your particular facts and circumstances, that it would be impossible, infeasible or unreasonably burdensome for you to comply within the time normally allowed. EBMUD will also consider the extent of any negligence and whether relief

is consistent with the Regional PSL Program's purposes and the public's interest in the Program's fair implementation. Approval of your request will contain conditions specifically applicable to your request, possibly including a requirement to deposit an amount greater than the standard \$4,500.

Relief is available for properties that have 203K or Fannie Mae loans. If the request is approved, you must purchase a Time Extension Certificate, but the \$4,500 deposit is waived. To request relief based on utilizing a 203K or Fannie Mae Loan, prepare a written request supported by:

- A description of the planned work showing funds allocated for sewer lateral repair or replacement
- A signed 203(k) Borrower's Acknowledgement
- A signed Homeowner/Contractor Agreement