



## **REQUIREMENTS TO OPEN WATER SERVICE**

### **1. Customer will provide:**

- a. Filled service application (If submitting documentation online).
- b. Deed or proof of ownership for home owners.
- c. Lease agreement or receipt for rent (with owner's contact information).
- d. If borrowing property, owner needs to provide signed authorization letter with copy of ID.
- e. Building permit for new water connections / sewer taps.

### **2. Identification (applicant and joint applicant):**

- a. Must be 18 years or older.
- b. Social Security Card.
- c. Current Driver's License or valid picture ID.
- d. Tax ID number for commercial accounts.

### **3. Signatures:**

The person(s) on the lease agreement/ receipt for rent/ deed must be the one opening the account and must be present to sign work orders and pay deposits and fees.

### **4. Deposit and Service Fees:**

- a. Residential Deposit \$80.00
- b. Commercial Deposit \$200.00
- c. Activation Fee \$30.00 (Connect / Transfer)
- d. Overnight Connection fee \$40.00
- e. Customer with a delinquent account will need to pay the full amount due prior to activating new services.