

WHAT YOU WILL NEED TO SET UP A NEW ACCOUNT- (IF RESIDENTIAL AND TAP IS ALREADY THERE)

OWNER

1. Proof of ownership (Settlement statement, Bill of sale) Must have BOTH your name and address
2. Two separate checks or money orders (NO CASH!)
 - A. \$20- Administration Fee
 - B. \$35-Deposit

RENTER OR LEASEE OR FAMILY PROPERTY

1. Your lease that STATES you are responsible for the water OR a letter of permission from the Landlord giving you permission to put the water in your name OR the Landlord form
2. Driver's License
3. Two separate checks or money orders (NO CASH!)
 - A. \$20- Administration Fee
 - B. \$75-Deposit

IF RESIDENTIAL AND TAP NEEDS TO BE MADE.....

OWNER

1. Permit Release Slip from the Permit Office
2. Proof of ownership (Settlement statement, Bill of sale) Must have BOTH your name and address
3. Driver's License
4. Two separate checks or money orders (NO CASH!)
 - A. Meter Installation/Tap fee (see tapping fee form)
 - B. \$35 deposit

RENTER OR LEASEE OR FAMILY PROPERTY

1. Permit Release Slip from the Permit Office
2. Your lease that STATES you are responsible for the water OR a letter of permission from the Landlord giving you permission to put the water in your name OR the Landlord form
3. Driver's License
4. Two separate checks or money orders (NO CASH!)
 - A. Meter Installation/Tap fee (see tapping fee form)
 - B. \$75 deposit

COMMERCIAL ACCOUNTS

1. Proof of ownership (Settlement statement, Bill of sale) Must have BOTH your name and address
2. Driver's License
3. Two separate checks or money orders (NO CASH!)
 - a. \$20-Administration fee
 - b. \$125-Deposit