



**JAMES R. FOUTS, MAYOR**

**Water & Sewer System  
Accounting Office, Suite 420  
One City Square  
Warren, Michigan 48093-5288**

## **LANDLORD/TENANT ACT (LTA) AFFIDAVIT PROCEDURES**

This Landlord/Tenant Affidavit (LTA) and policy is pursuant to the City of Warren code of Ordinances. Forms other than those developed by the City of Warren Water Accounting Department are not acceptable.

**The following procedures must be fulfilled in order to process and maintain a LTA. All paperwork must be handed in at the same time, while both the Landlord and Tenant are present in our office.**

1. The Landlord can call/bring in a final reading off the meter so we can process a final bill. The landlord is responsible for water and sewer charges incurred prior to the filing of a LTA and a final bill paid receipt is needed.
2. The Affidavit form must be filled out completely by the Landlord and Tenant. **Both signatures can be notarized in our office.** Open-ended lease expiration dates are not valid and will not be accepted. If the Lessee is receiving aid from Social Services, enter the case number in the employee field.
3. The landlord fee for a new affidavit is \$120.00. A renewal affidavit fee is \$45.00 and is the landlord's responsibility.
4. The security deposit is based on the six (6) most recent water billings. The security deposit is a minimum of \$200.00 and must be paid by the **tenant only**. An affidavit will not be accepted without the full security deposit. Receipt of a security deposit does not preclude termination of service for non-payment.
5. A copy of the lease agreement between the Landlord and Tenant is needed. Along with a copy of the tenant's driver's license.

Once these steps are fulfilled, Water Customer Service will then process the LTA. Each month, the tenant is to pay the water bill by the due date. If they do not pay by the due date, they will receive a shut off notice and they will be charged \$5.00 with ten (10) business days to pay the current balance. If they do not pay the shut off notice, the water will be terminated; they will have to pay the current balance along with a \$70 turn on fee in order to have the water restored.

Any LTA that has expired or any of these requirements are not met, then the agreement is invalid and all water and sewer charges become the responsibility of the Landlord. A lien may then be filed against the property. If an LTA is to expire, and the Landlord and Tenant would like to renew the LTA, a new Affidavit has to be filled out and the security deposit has to be reviewed. If not renewing, a final bill will be processed and the security deposit will be applied towards the final bill. A refund will be given to those with a final bill resulting in a credit.