



JAMES R. FOUTS, MAYOR

WATER DIVISION CHECKLIST

City of Warren Water and Sewer System Division
One City Square, Suite 420
Warren, MI 48093-5288
586-759-9200

For Water Division use only. LTA will not be accepted until approved by the Water Division after all of the following are provided.

- Copy **Power of Attorney** for Landlord’s agent, if applicable
- Copy of approved **Rental license application** Copy **Rental license**
- Copy of **Final Bill** with current read generated for Service Property
- Final Bill for prior LTA on Service Property paid in full not paid in full: \$ not paid
- Copy of receipt for Final Bill paid in full
- Copy of signed **Lease** states Lessee pays Water Bill; started on or before LTA issued
- LTA fee \$145** paid or **LTA renewal fee \$58** paid within 30 days of LTA expiration
- Copy of valid Lessee **photo ID**
- Email address of Landlord Email address of Lessee
- Security deposit** (minimum \$200) from Lessee Landlord: Click or tap here to enter text.

\$100 x # of Occupant 18 years and older - Click or tap here to enter text.

\$50 x # of Occupant less than 18 years - Click or tap here to enter text.

High Use Notice sent on:

Add. deposit requested =

- Copy of security deposit with paid receipt
- Terms and Conditions**
- Known Occupants** completed by Lessee
- LTA** signed by Landlord, notarized by Water Division
- Terms and Conditions, Known Occupants, and LTA** accepted by the Water Division
Click or tap here to enter text.

Checklist Completed: Click or tap to enter a date. **Lease expires:** Click or tap to enter a date.

LTA begins: Click or tap to enter a date. **LTA expires:** Click or tap to enter a date.