



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** or Copy **Rental license**
- Copy of **Final Bill** with current read generated for Service Property
- Final Bill
- Copy of receipt for Final Bill paid in full
- LTA renewals clear past due balance
- 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 lease expiration
- Copy of valid Lessee **photo ID**
- Email address of Landlord Email address of Lessee
- Security deposit** (minimum \$200) from Lessee Landlord: _____
 \$100 x # of Occupant 18 years and older - _____
 \$50 x # of Occupant less than 18 years - _____
 Copy of security deposit with paid receipt
- Terms and Conditions** signed by Lessee, notarized by Water Division
- Known Occupants** completed and signed by Lessee
- LTA** signed by Landlord, notarized by Water Division
- Terms and Conditions, Known Occupants, and LTA** accepted by the Water Division

Lease expires: _____

LTA begins: _____

LTA expires: _____

Service Address: _____

Account Number: _____

Checklist Completed: _____