OFFICE CHECKLIST: New _____ Renewal _____

Account number_________________________ Address ________________________________

LTA start date_________________________ LTA end Date ______________________________

Deposit amount $_________________________ Customer Service Initials _______________ 

LANDLORD - CHECKLIST

- Copy of Rental License
- Copy of Signed Lease Agreement Stating: "Lessee PAYS water bill. (started on or before LTA issued)"
- LTA fee $145 New and Final Bill paid in Full  *no $15 charge* OR
  $58 Renewal if within 30 days of expiration: *If Same Landlord & Same tenant*
- Pink copy of original receipt and paid receipt copy
- LTA signed by Landlord, notarized by Water Div.
- Copy of BSA property information
- Landlord’s: Email and Phone number (to be added for electronic bill mail)

TENANT(S) - CHECKLIST

- Copy of Identification (DL, state ID, passport) – check ID expiration date
- Email address & phone number
- Security Deposit New based on occupancy. $100 per/adult, $50 per/child. $200 min. OR Security Deposit Renewal, is 6 months avg. minus current deposit on account.
- Pink copy of original receipt and paid receipt copy
- Renewal – Past due balance paid on account
- Terms and Conditions signed by Tenant and Notarized
- New - Known Occupants Completed and Signed by Occupant

PROPERTY MANAGER (if any) – CHECKLIST

- Power of Attorney
- Email and phone number(s)
- Contact person(s) name and phone number

Shut off notice charge of $5 plus $70 to restore water service if turned off. Security deposit may be reassessed if turned off multiple times. *This is not an exhaustive list, additional items may be required or subject change.