



**Requirements from Agent/Real Estate Management Company
for Water Service**

The documentation required to establish water service for a managed property is as follows:

1. Signed statement on Company letterhead from an officer of the Company with a list of agents authorized to apply for water service in the Company's name
2. Name on the account must be the same as the Company
3. Agent/Real Estate Management contact information. Name and contact information of a Company contact person if different from the individual signing the Water Utility Contract.
4. Federal Tax ID number (EIN)
5. Water Utility Contract must be signed by an officer of the Company or an authorized agent on the list provided
6. Property Management Agreement
7. Property Owner's name and contact information
8. Unexpired photo ID of the person signing the Water Utility Contract (State drivers license, state issued identification, military ID or passport). When faxing the ID, please enlarge it to 150% and copy as light as possible.
9. Deposits begin at \$170.00. Deposit will be waived as long as account remains current.

Real Estate Management Company

Authorized Representative

Date