



1725 Territorial Road, Suite B
Benton Harbor, MI 49022
Tele: (269) 925-0616
Fax: (269) 925-7134

Water Application Requirements for Properties with Pre-Existing Meters

Tenant

- Drivers License, State I.D., or other valid identification
- Lease / Rental Agreement
- Completed "Rental Application for Water"
 - Application must be signed by Landlord before water service is turned on or transferred.
 - If Landlord is not present, a copy of his/her photo ID must be presented for signature verification.
- **Deposit of \$300.00 (cash, check or money order only)**
 - If water is not currently on, an additional \$50.00 is required to have service turned on.
- Paperwork regarding financial assistance, if applicable.

Property Owner

- Drivers License, State I.D., or other valid identification.
- Title Closing Document (i.e., Quit Claim Deed or Property Transfer Affidavit)
- Completed "Water Application Change in Property Ownership"
- \$50.00 service fee to turn water on (unless water is already on)
- Paperwork regarding financial assistance, if applicable.

Change Water from Tenant back to Owner

- Drivers License, State I.D., or other valid identification.
- \$50.00 service fee to turn water on (unless water is already on).
- Completed "Change Water Application from Tenant to Owner"