



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 / Buyer (Land Contract)

- Drivers License, State I.D., or other valid identification
- Lease or Rental Agreement / Land Contract Agreement
- Completed "Water Application for Non-Property Owner"
 - **Application must be signed by Property Owner and Tenant / Buyer before water service is turned on or transferred.**
 - If Property Owner is not present, a copy of his/her photo ID must be presented for signature verification.
- **Deposit of \$200.00 (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.

Please note: A land contract does not give you legal title but equitable title. The buyer obtains equitable title, while the seller retains legal title to the property until the payments are completed as outlined in the land contract agreement.

Property Owner

- Drivers License, State I.D., or other valid identification.
- Proof of Property Ownership (for example: Warranty Deed, Quit Claim Deed, Property Transfer Affidavit)
- Completed "Water Application Change in Property Ownership"
- \$35.00 service fee to turn water on (unless water is already on)
- Paperwork regarding financial assistance, if applicable.

Change Water from Occupant back to Owner

- Drivers License, State I.D., or other valid identification.
- \$35.00 service fee to turn water on (unless water is already on).
- Completed "Change Water Application from Occupant to Owner"