

LTA OFFICE CHECKLIST

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.