



Requirements for Residential Water Service

OWNER

- ❖ **ALL** Home Owners **must** be present to apply for service
- ❖ **ALL** Home Owners **must** have valid* picture ID at the time of application
- ❖ Home Owner(s) **must** provide Proof of Ownership
 - *Settlement Statement, Closing Disclosure or Deed of Trust*
- ❖ Each Home Owner **must** provide personal* details needed for application of service
- ❖ Home Owner may be required to pay a minimum deposit of \$170.00 if applicable

TENANTS

- ❖ **ALL** Lease Holders **must** be present to apply for service
- ❖ **ALL** Lease Holders **must** have valid* picture ID at the time of application
- ❖ Lease Holder(s) **must** provide a valid lease
 - *Complete; signed by owner and ALL Lease Holders*
- ❖ Each Lease Holder **must** provide personal* details needed for application of service
- ❖ Lease Holder(s) **must** arrange for someone to be at the home for service connection
- ❖ Renters are **required** to pay a minimum deposit of \$170.00

RENTING WITH THE OPTION TO PURCHASE

- ❖ **ALL** Buyers **must** be present to apply for service
- ❖ **ALL** Buyers **must** have valid* picture ID at the time of application
- ❖ Buyer(s) must provide a Signed Purchase Agreement
 - *Signed by Seller and ALL Buyers*
- ❖ Each Buyer **must** provide personal* details needed for application of service
- ❖ Buyer(s) **must** arrange for someone to be at the home for service connection
- ❖ Buyers are **required** to pay a minimum deposit of \$170.00

Customers must have all the documents listed above to establish service.
Portsmouth Public Utilities cannot establish service if required documents are missing, altered or incomplete
<i>Valid identification:</i> unexpired state Drivers' License, State issued Identification Card, Military ID, Passport or Resident Card
<i>Personal Details:</i> Full Name, Social Security Number and Employer Information
ALL deposits for service must be paid in full by cash, credit or money order
ALL monies, including balances from previous addresses, liens and deposits, for home owner(s), lease holder(s) and buyers, must be satisfied before activation of water service

Department of Public Utilities

801 Crawford St 2nd Floor • P.O. Box 490 Portsmouth, VA23705-0490 • (757) 393-8524 • Fax (757)397-6350



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