



Requirements For Commercial Customers Establishing Water Service

Commercial Accounts – Own Property

- ❖ **ALL** Commercial Owners **must** be present to apply for service
- ❖ **ALL** Commercial Owners **must** have **unexpired picture ID** at the time of application
- ❖ Commercial Owner(s) **must** provide Proof of Ownership
 - *Settlement Statement, Closing Disclosure or Deed of Trust*
- ❖ Each Commercial Owner **must** provide:
 - Federal Tax ID or EIN
 - Copy of Articles of Incorporation listing the person signing the utility contract as an officer or authorized agent of the company
 - Management Agreement if applicable

Commercial Accounts – Leased/Rented Property

- ❖ An Authorized Agent or tenant **must** be present to apply for service
- ❖ **ALL** authorized persons **must** have **unexpired picture ID** at the time of application
- ❖ Lease Holder(s) **must** provide a valid lease or rental agreement
 - *Complete; signed by owner and ALL Lease Holders*
 - Federal Tax ID or EIN
 - Copy of Articles of Incorporation listing the person signing the utility contract as an officer or authorized agent of the company.
 - Management Agreement if applicable
- ❖ Commercial Lease Holder(s) **must** arrange for someone to be at the property for service connection
- ❖ Commercial Lease Holders are **required** to pay a **minimum deposit of \$300.00**

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 property owner(s), lease holder(s) and buyers, must be satisfied before activation of water service

Department of Public Utilities

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