

Clay Battelle Public Service District

Verification of Rental/Lease or Land Contract Agreement Policy

It is the policy of Clay Battelle Public Service District (CBPSD) for any of its' staff to be authorized to require customers to provide a copy of the current rental/lease agreement or land contract between themselves and the property owner for the location which they are receiving or requesting water service.

This is being required to provide proof the property owner is aware that someone is trying to obtain water service at the location and to verify the location renter matches the same person or persons applying for water service. It confirms the household/residency identification.

CBPSD may keep a copy of the agreement and may contact the property owner to confirm the validity of the agreement. Water service turn on could be delayed until this is completed. Absolutely no service will be turned on without the correct property owner's name, address and working telephone number.

All adult tenants must be listed on the lease/rental agreement or land contract.

Policy last reviewed updated 5/22/19 at CBPSD monthly board meeting.