



HOW TO ESTABLISH NEW WATER SERVICE

Below is what you'll need to establish your water service.

Owner / Tenant

- Registered Deed/Property Transfer Affidavit/Valid Lease Agreement
- Social Security Card
- Valid ID (see list on back page)
- DWSD Application for Service
- \$150 Deposit

Business Owner / Tenant

- Registered Deed/Property Transfer Affidavit/Valid Lease Agreement
- Articles of Incorporation
- SS-4 Form with Tax ID
- Notarized letter from owner allowing others to conduct business on its behalf (if needed)
- Valid ID (see list on back page)
- DWSD Application for Service
- \$150 Deposit

Trust

- Registered Deed/Property Transfer Affidavit/Valid Lease Agreement
- Social Security Card/EIN of Trust
- Valid ID (see list on back page)
- Trust Documentation
- DWSD Application for Service
- \$150 Deposit

Land Contract

- Notarized Land Contract
- Social Security Card
- Valid ID (see list on back page)
- DWSD Application for Service
- \$150 Deposit



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FOR MORE INFORMATION, CALL

313-267-8000

www.detroitmi.gov/DWSD

Valid ID

DWSD accepts government IDs that are not expired. The following are acceptable forms of identification:

- Driver's License
- State ID
- Passport
- City of Detroit ID
- Military ID

Non-U.S. Citizen

DWSD requires all non-U.S. citizens to provide two forms of identification in lieu of a Social Security Number. The customer can provide from the following list:

- Passport

And one of the following valid IDs:

- City of Detroit ID
- Visa
- Consular Card

Valid Lease

DWSD requires that all lease agreements be signed by both the tenant and the landlord. The name of the entity signing the lease as the landlord must have an established account with DWSD to be deemed valid. The lease must have current occupancy dates or indicate that after the expiration of the lease it will be handled as a month-to-month lease. The lease also must state that the tenant is responsible for paying water utilities.

Authorized Account Users

DWSD requires the full name and last four digits of the person's Social Security Number or approved ID for all authorized users.

New service requests can be made at any of DWSD's three Customer Care Centers:

Westside: 15600 Grand River Ave.

Eastside: 13303 E. McNichols Rd.

Downtown: 735 Randolph St.

For more information, visit the Customer Care section at detroitmi.gov/DWSD



Water & Sewerage
Department

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