

# Establishing DWSD Service

## Who Is Responsible For Payment

### Owner

#### Owner Duties/Rights

- Proof of ownership
- Identification
- Allow AMR/Owner pays for necessary plumbing repairs to support AMR install
- Pay Deposit
- Pay Bills
- *Request credit of deposit if no debt after 1 year*

#### DWSD Duties/Rights

- Install AMR
- *Credit deposit upon request if no debt after 1 year*
- Lien attaches to property
- If debt: service interruption, civil suit and/or enforce lien via tax roll

### Landlord (Owner or Property Manager)

#### Landlord Duties/Rights

- Proof of ownership and proof of authority to lease (if LL is not owner)
- Identification
- Allow AMR/Owner or landlord pays for necessary plumbing repairs to support AMR install
- Pay Deposit
- Pay Bills
- *Request credit of deposit if no debt after 1 year*

#### DWSD Duties/Rights

- Install AMR
- *Credit deposit upon request if no debt after 1 year*
- Lien attaches to property
- If debt: service interruption, civil suit against owner and/or landlord and/or enforce lien via tax roll

### Tenant

#### Tenant Duties/Rights

- Come to service center
- Proof of authorization to reside on Property (*Lease, Affidavit of Lessee Responsibility, Letter from Land Bank or HRD, or 3 other methods of proof*)
- Identification
- Allow AMR/Owner or landlord (or tenant) pays for necessary plumbing repairs to support AMR install
- Pay deposit
- Pay bills

#### Landlord Duties

- Ensure DWSD has copy of lease or affidavit of lessee responsibility

#### DWSD Duties/Rights

- Install AMR

AND

If lease/affidavit exists but NOT on file:  
Lien attaches to property  
If debt: service interruption, civil suit against owner and/or enforce lien via tax roll

If lease, affidavit or authorization to reside on foreclosed, auctioned or transferred property on file:  
NO lien on property  
If debt: service interruption, civil suit against tenant only



# Key Terms

## Identification

- Business entity
  - W-9 or SS4 with Tax Identification Number
  - Articles of Incorporation
  - Work Identification from Registered Agent or Corporate Officer Authorized to Act on behalf of Entity
- If U.S. citizen, Social Security Number AND one of the following as photo identification:
  - Driver's License or State or City identification card
  - Passport
  - Military identification
- If not U.S. citizen (no Social Security Number) then:
  - Driver's License or State or City identification card or
  - Passport

## Proof of Authorization to Reside on Property

- Lease or Affidavit of Lessee Responsibility
- Letter from Land Bank or HRD
- Three (3) methods of other proof that owner of record gave authorization to reside on property, such as receipts for payment of rent and/or driver's license, state or city ID card, utility bills, tax returns, paychecks, government assistance checks and/or Social Security check indicating property address