



Required Documentation for Services

Why is an Application required?

The City of Marion has an ordinance requiring an application (contract) for water service.

- **Section I(d)** Written service application or a properly executed contract will be required from a prospective customer, contractor, or builder
- **Section I(f)** no assignment of the contract can be made to successors, survivors, or executors
- **Section I(h)** Until a contract for water service has been executed and a meter has been installed, water shall not be turned on at any premises....

Why do I need a lease, rental agreement, or proof of ownership?

- *Indiana Code 8-1.5-3-8(k) will not allow a municipality to require a deposit from the owner if the tenant is responsible for a utility bill*
- *Large number of forgeries & squatters (squatters have to go through the eviction process)*
- **Protects landlords** - unpaid sewer bills can be accessed with a lien

LEASE or RENTAL AGREEMENT

- *Written contract between at least two people*
- *Residential or Commercial*
- *Has a set term (months, year, etc.)*
- *Includes the address*
- *Must be SIGNED by all parties*

PROOF OF OWNERSHIP

- *Deed*
- *Property Tax Receipts*
- *Mortgage Documentation*
- *Affidavit of Ownership*

Why is a Photo ID required?

The federal Fair and Accurate Credit Transactions (FACT) Act requires ID for opening accounts with a phone company or utility and at each doctor visit.

- *Passed in 2003 as an amendment to the federal Fair Credit Reporting Act (FCRA)*
- *Gives consumers the right to get a free copy of their credit report each year*
- *Created Red Flags Program to detect & prevent the theft of customer's personal data*