

VERIFICATION OF RENTAL/LEASE AGREEMENT POLICY

It is the policy of Clay Roane Public Service District 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. If there is no written agreement, customers must have the Rental Verification Form ([Appendix B](#)) filled out and signed by landlord.

This is required to provide proof that 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.

Clay Roane PSD may keep a copy of the agreement and may contact the property owner to confirm the validity of the agreement. Water service activation 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.

RENTAL VERIFICATION FORM

I, _____, own the said property
(landlord)

Located at _____
(Service address)

I am currently renting this property to the following named person(s)

(Renter(s)- must list all adults)

Renter took possession of the property on _____
(Rental date)

Last Renters name at this property: _____
(Previous renter)

Date Last Renter moved: _____

I hereby verify these facts are true and correct and I authorize Clay Roane PSD to connect and supply water services to said property.

Signature: _____ Date: _____
(landlord)