

**DEPARTMENT OF FINANCE – CUSTOMER SERVICE CENTER
AFFIDAVIT INFORMATION**

EFFECTIVE SEPTEMBER 29, 1986: *Water service will only be put in the name of the owner, as confirmed by the City of Flint Assessor, unless an affidavit disclaiming responsibility, is filed. The Customer Service Center will provide an acceptable form.*

STATE LAW requires an attached rental agreement or lease that states the tenant is responsible for the water bills. The owner/agent and the tenant named on the affidavit **MUST** sign the Affidavit. The lease must contain the name of all legal age adults living at the property. **NOTE:** Affidavits will not be accepted if the signature or date is more than 30 days old.

The **LANDLORD**, with the proper information, can make water application in the name of his tenant without the presence of the tenant. In order to do this the **LANDLORD** must use the authorized affidavit form provided by this office. Affidavit must be complete and signed by the tenant.

A PROPERLY COMPLETED AFFIDAVIT MUST INCLUDE:

- **OWNER/AGENT NAME:** An agent must provide a legal POWER OF ATTORNEY. (A signed, dated, notarized statement from owner that he/she is authorized to act on the owners behalf).
- Be an ORIGINAL copy
- Service Address, Tenants full name, Parcel Number
- NOTARIZED within 30 days of application
- The LEASE AGREEMENT
- There must be a RENTAL LICENSE on file with BSI for the service address. A rental license can be obtained from the City of Flint Building Inspection Department. (810) 766-7284. Commercial properties and residences with more than two units DO NOT need a Rental License.

TENANTS:

To be eligible to apply for water service a **MUST** have:

- Valid Picture I.D
- A PROPERLY COMPLETED Affidavit
- No delinquent bills owed to the City of Flint Water Department. If any such bills exists the must be paid in full at the time of application.

COST:

\$25.00 Non-Refundable FILING FEE

\$250.00 Required WATER DEPOSIT

\$75.00 New connection FEE

IMPORTANT INFORMATION:

- When service is terminated, the water Department must have access to the water meter to obtain a final read. If the water meter is lost or frozen, the cost of the meter will be charged to the account. When ORDERING Water Service OFF, the City of Flint has to wait 7 days before water can be turned off.
- DEPOSITS will be held until the Final Bill is calculated, then it will be applied to any bills owing at the applied address. Any credit balance will be refunded.
- NON-PAYS - Per the City Ordinance 46-52h, the City of Flint may discontinue services that are 30 days delinquent.

FEES:

Water Disconnect (non-payment) \$75.00

Water Connect (non-payment) \$100.00 Same Day \$75.00 Next Available Work Day

Missed Appointment Fee \$50.00

City of Flint Customer Service Center (810) 766-7015