

# DEPOSIT FOR WATER FOR RENTALS

## PROCEDURES

Before a new tenant moves in:

- Make sure there is a valid rental inspection – if not, one needs to be done and copy of final inspection turned in to us
- Copy of insurance for the property filed with the City of Harper Woods as additional insured.
- Final water bill needs to be ordered and paid for.
- Copy of lease that shows renter is responsible for water
- Application needs to be turned in completely filled out with both the landlord and tenants' signatures notarized.
- \$300 water deposit (rung up under wdeposit) Cash, money order, or certified check only.
- Must have insurance of liability with the City of Harper Woods listed as additional insured.

\*\*\*\*In order to get deposit back, a final water bill must be ordered when tenant moves out. \*\*\*\*