WELCOME TO THE CITY OF RIVIERA BEACH, FLORIDA
THE BEST WATERFRONT CITY IN WHICH TO LIVE, WORK, AND PLAY

NEW ACCOUNT CHECKLIST

LANDLORD BILLING OPTIONS:

1. Place Water Utility Bill In The Tenant's Name
   - Landlord does not have the authority to disconnect
   - No payment plan if account is not in good standing
   - Service is disconnected after three days past due
   - Account may no longer go back into that tenant's name.

2. Keep The Water Utility Bill In Landlord's Name
   - Receive billing notification
   - Landlord retains the authority to disconnect service
   - Landlord retains the authority to implement a payment plan

3. Utilize The 3RD Party Tenant Direct Billing Agreement Form
   - Both Landlord and Tenant will receive billing notification
   - Landlord retains the authority to disconnect service
   - Landlord retains the authority to implement payment plan
   - Landlord is responsible for delinquent balance of Tenant

All agreements can be obtained by visiting our website at www.rivierabch.com or stopping by the Utility Billing at City Hall. Documents must be completed and signed by the appropriate parties.

FIRST TIME TENANT REQUIRED ITEMS:

1. The Lease.
   o The lease must be signed by both Landlord and Tenant.

2. The Property Owner Consent of Lease Agreement.
   o This form confirms the lease provided is legitimate, and the current Tenant is authorized to reside at the property. This form can be found on the city's website at www.rivierabch.com, select Billing & Collection, under Additional Links tab.
   o This form must be signed by both Landlord/Broker and Tenant.
   o This form requires the Landlord/Broker to provide their Business Tax Receipt Number.

3. The Agreement Forms (optional).
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- The 3rd Party Tenant Direct Billing Agreement Form
  - Requires signatures, and social or driver’s license number from both Landlord and Tenant
  - The Landlord may provide the Representative their SS# or DL# over the phone.
  - If the Landlord is a LLC/Corp, Federal Tax ID# is required.
- The Broker Water/Sewer Tenant Direct Billing Agreement.
  - Form must be completed and signed only if the property is managed by a real estate company or property management company
  - Requires signatures from both Broker and Tenant

4. Valid ID
   - Primary ID-A valid State Driver’s License, State ID or U.S. Passport provided by the tenant.
   - If no primary ID, please provide two forms of secondary IDs. Secondary ID- Non U.S. Passport, U.S. Resident Card or Military ID.

5. HOA Approval Letter
   - This letter is only provided by properties that are governed by a Home Owners Association.

6. Deposit
   - Please call in advance for amount due at 561-845-4050.

NEW OWNER REQUIRED ITEMS:

1. The Warranty Deed or HUD Settlement Statement.
   - Signatures are required by Buyer/Seller or Agent.
2. A Valid ID.
   - Primary ID-U.S. DL/ID or U.S. Passport provided by the new owner.
   - If no primary ID, please provide two forms of secondary IDs.
     Secondary ID-Non U.S. Passport, U.S. Resident Card, and Military ID.

Note: If money is taken out at closing for past due bill/lien, please contact the title company for a copy of the check as proof of payment.