



# **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 3<sup>RD</sup> 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](http://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](http://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).



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

- o The 3<sup>RD</sup> Party Tenant Direct Billing Agreement Form
  - i. Requires signatures, and social or driver's license number from both Landlord and Tenant
  - ii. The Landlord may provide the Representative their SS# or DL# over the phone.
  - iii. If the Landlord is a LLC/Corp, Federal Tax ID# is required.
- o The Broker Water/Sewer Tenant Direct Billing Agreement.
  - i. Form must be completed and signed only if the property is managed by a real estate company or property management company
  - ii. Requires signatures from both Broker and Tenant
- 4. Valid ID
  - o Primary ID-A valid State Driver's License, State ID or U.S. Passport provided by the tenant.
  - o 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
  - o This letter is only provided by properties that are govern by a Home Owners Association.
- 6. Deposit
  - o Please call in advance for amount due at 561-845-4050.

### **NEW OWNER REQUIRED ITEMS:**

1. The Warranty Deed or HUD Settlement Statement.
  - o Signatures are required by Buyer/Seller or Agent.
2. A Valid ID.
  - o Primary ID-U.S. DL/ID or U.S. Passport provided by the new owner.
  - o 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.