



CITY OF RIVIERA BEACH NEW UTILITY SERVICES ACCOUNT CHECKLIST

To open a new utility service account, please complete the *Utility Services Application for residential or non-residential*. All new account holders must submit all required documentation within 48 hours prior to move in or start date. Please complete, sign, and include all the required documents. Submit all the required documents by mail, in person, or email.

REQUIREMENTS FOR OWNERS:

- Complete and submit the following forms:
 - *Utility Services Application for Residential or Non-Residential*, signed and dated by the applicant.
 - *Right of Entry Agreement and Release and Waiver of Liability*, signed and dated by the property owner.
- Government issued photo identification, such as valid driver's license, passport, alien identification card, state-issued ID card).
- Executed Settlement Statement (HUD-1) signed by both the buyer and seller or Warranty Deed.
- Applicable deposit as required by the City's approved fee schedule.
 - For new service, deposit is to be paid at time of account opening.

REQUIREMENTS FOR TENANTS:

- Complete and submit the following forms:
 - *Utility Services Application for residential or non-residential*, signed and dated by the applicant.
 - *Property Owner Consent of Lease Agreement*, signed and dated by the property owner/broker and the tenant. The property owner/broker is required to provide a business tax receipt number for the property.
 - Tax Identification is required for businesses.
 - *Right of Entry Agreement and Release and Waiver of Liability*, signed and dated by the property owner.
- Government issued photo identification, such as Valid driver's license, passport, alien identification card, state-issued ID card).
- Executed lease agreement signed by both the tenant and property owner or management company.
 - Management agreement with authorization to execute leases must be provided to the City.
- Applicable deposit as required by the City's approved fee schedule.
- If property is managed by a property management company, complete and submit the following form:
 - *Broker Direct Billing for Utility Services Agreement*, signed and dated by the property owner and broker. Agreement must be completed and signed if the property is managed.
- If property is governed by a Homeowners' Association (HOA), submit the HOA approval letter.
- Property owner's balance must be paid in full and without a balance due to the City for utility services.

UTILITY BILLING OPTIONS FOR LANDLORD/PROPERTY OWNER:

1. **Register the Utility Service Account in tenant's name**
 - Landlord does not have the authority to disconnect utility service.
 - Water service is disconnected after 3 days being past due for payment.
 - Payment plans may not be established if the account is delinquent and not in good standing.
 - In the event that the tenant defaults on a payment plan, the account may no longer be in the tenant's name.
2. **Register the Utility Service Account in landlord's name:**
 - Utility service bill notification is sent to the landlord.
 - Landlord retains the authority to implement a payment plan.
3. **Enter into a Broker Direct Billing for Utility Services Agreement:**
 - Landlord retains the authority to implement payment plan.

DEPOSIT REQUIREMENT:

A deposit is required for all new and additional utility services accounts. The deposit is based on the size of the meter and the services provided to the property. For deposit information on your specific service address, please contact the City of Riviera Beach at (561) 845-4050, Monday through Friday (excluding City holidays) between 8:30am to 5:00pm.

UTILITY RATES:

The current utility rate schedule is available at: www.rivierabch.com/UtilityRateSchedule.

SUBMIT APPLICATION AND DOCUMENTS TO:

Please submit completed application and supporting documentation to:

Mail/In Person

City of Riviera Beach
Finance Department
600 West Blue Heron Blvd.
Riviera Beach, FL 33404

Email:

css@rivierabeach.org