



Public Works Department

Water & Wastewater Services - Fiscal Operations

2555 W. Copans Road. • Pompano Beach, Florida 33069 • 954-831-3250 • FAX 954-831-0789

GUIDELINE: APPLICATION FOR UTILITY SERVICE

- Purpose:** This guideline summarizes Broward County Water and Wastewater Services (WWS) procedures to open a new residential or commercial utility service account on behalf of the property owner of record. Before utility service will be provided to a new residential or commercial customer, someone with authority is required to take responsibility for that premise's utility services account and present themselves to WWS with required documentation. Therefore, WWS requires the following documents to be submitted before a new utility service account will be processed: (1) complete, signed, and dated Application for Utility Service; (2) government photographic identification of person authorized to assume responsibility for WWS services and charges for the premise; and (3) supporting documentation that verifies ownership authority.
- Overview:** Broward County requires a utility customer account for all developed premises adjacent to its water and sewer lines be connected to its utility system for the protection of the health of residents and to assure revenues for system maintenance. A utility customer is the property owner, or designee (e.g., representative, officer, lessee, or tenant) to whom water utility goods and services are provided and bills are rendered.
- Authority:**
- U.S. Department of the Treasury/Federal Trade Commission, Federal Register, Vol. 72, No 217, Friday, November 9, 2007, Rules and Regulations.
 - Florida Statutes Title XI (County Organization and Intergovernmental relations), Chapter 153 (Water and Sewer Systems) – establishes the County's rights and obligations for the operation of a water and sewer system.
 - Broward County Code, Chapter 34 (Water and Sewers)
 - Broward County Administrative Code, Chapter 38 (Fees and Other Charges, Public Works), Part III (Environmental Services), Section 38.18 (WWS Rates, Fees and Charges)
 - Broward County Resolution 88-4066 – Bond Covenant Ordinance for Water and Sewer Services.
- Exceptions:**
- (1) WWS may initiate change to a utility account (e.g., based on Broward County Property Appraiser [BCPA], Broward County Records, US Postal Service, or other official informational resources).
 - (2) Property owner of record is permitted to authorize a 3- day temporary service connect for the purpose of a pending property sale inspection, by submitting a dated, signed, business letterhead request, business card, photo ID, support docs, and prepaid service fees. Individual owner request requires notarization.
- Requirements:**
1. Fill out and submit an Application for Utility Service, completed, signed, and dated by Applicant:
 - a. IMPORTANT: All prior premise accounts must be paid in full before accepting a new account Application.
 - b. Type (determined by tariff designation), including: (1) Residential; or (2) Commercial.
 - c. Applicant is someone with proper authority to assume responsibility for WWS water utility services and bills.
 - i. Property owner (for residential or commercial property) is current owner of record as authorized by legal, supportive documentation and/or Broward County Property Appraiser's Office.
 - ii. Legal Representative (if applicable) is person or persons legally authorized by property owner to submit an Application.
 - iii. Business owner is person authorized by commercial property owner to submit an Application.
 - iv. Tenant/Lessee is person authorized by property owner to maintain a utility account related to owner's premise according to the terms, conditions, and expressed will of the property owner.
 2. Photographic identification (ID) of person authorized to assume responsibility for utility services and bills, including:
 - a. Residential or Commercial Owner Applicant (in person): Applicant photo ID with signed Application.
 - b. Residential or Commercial Applicant (by mail, fax, email): Applicant photo ID with notarized Application.
 - c. Residential or Commercial Applicant Legal Representative (in person). Applicant photo ID, signed App.
 - d. Residential or Commercial Applicant Legal Representative (by mail, fax, email). Copy of Applicant Photo ID with notarized Application.
 - e. Residential or Commercial Tenant Applicant (in person): Tenant photo ID with signed Application.
 - f. Residential or Commercial Tenant Applicant (by mail, fax, email): Tenant photo ID & notarized Application.
 3. Supporting Documentation: proof of authority to assume responsibility for WWS water utility services and bills, including:
 - a. Current, dated, signed notarized property ownership documentation or conveyance of ownership.
 - b. Current, dated, signed corporate or business documentation authorizing legal representation for property owner (e.g. corporation, partnership, P.A., or other business entity).
 - c. Current, start/end dates, dated, signed tenancy/lease agreement from property owner to tenant/lease.



BOARD OF COUNTY COMMISSIONERS
WATER AND WASTEWATER SERVICES
Customer Service
P.O. BOX 669300
POMPANO BEACH FL 33066-9300
(954) 831-3250 FAX (954) 831-0789

ATTACHED:
① PHOTO ID (S)
By _____
Date _____

COMMERCIAL APPLICATION FOR UTILITY SERVICE

[COMPLETE ALL APPLICABLE SECTIONS IN FULL, SIGN, DATE, AND SUBMIT]

(1) **COMMERCIAL APPLICANT INFORMATION**

BUSINESS NAME: _____ TYPE OF BUSINESS: _____

BUSINESS OWNER NAME: _____

BUSINESS CONTACT NAME: _____

① PHOTO ID: APPLICANT: _____ (____) _____

	TYPE	STATE	NUMBER
REP. (if applicable):	_____ (____)	_____ (____)	_____ (____)
	TYPE	STATE	NUMBER

BUSINESS ADDRESS: _____

STREET	CITY	STATE	ZIP + 4
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STREET	CITY	STATE	ZIP + 4
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PHONE: DAY: (____) _____ NIGHT: (____) _____ MOBILE: (____) _____

E-MAIL ADDRESS: _____

FEDERAL TAX ID No: _____ OCCUPATIONAL LICENSE No: _____

(2) **PROPERTY OWNER INFORMATION** PROPERTY OWNERSHIP DOCUMENT ATTACHED

PROPERTY OWNER: _____

PROPERTY ADDRESS: _____

STREET	CITY	STATE	ZIP +
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STREET	CITY	STATE	ZIP + 4
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PHONE: DAY: (____) _____ NIGHT: (____) _____ MOBILE: (____) _____

E-MAIL ADDRESS: _____

DATE OF PURCHASE: _____ FOLIO No: _____ SUB-DIVISION: _____

MONTH / DAY / YEAR

(3) **LEASE AGREEMENT (TENANT) INFORMATION** LEASE AGREEMENT ATTACHED

DATE LEASE STARTS: _____ DATE LEASE ENDS: _____ LENGTH: _____

MONTH / DAY / YEAR

MONTH / DAY / YEAR

APPLICANT AGREEMENT: I AGREE TO BE FULLY RESPONSIBLE FOR ALL UTILITY CHARGES ASSESSED TO ME AT THE ABOVE NOTED PROPERTY. I AGREE TO PROMPTLY PAY FOR UTILITY SERVICES RECEIVED ACCORDING TO THE SCHEDULE OF UTILITY RATES IMPLEMENTED BY BROWARD COUNTY WATER AND WASTEWATER SERVICES. I AGREE TO COMPLY WITH ALL CURRENT AND FUTURE FEDERAL AND STATE LAW, BROWARD COUNTY ORDINANCES AND REGULATIONS, AND BROWARD COUNTY WATER AND/ OR WASTEWATER SERVICES PROCEDURES AND GUIDELINES.

APPLICANT UNDERSTANDS THAT TYPE OF BUSINESS OF THIS ACCOUNT MAY IMPACT ESTIMATED MAXIMUM UTILITY DEMAND AND PREMISE'S CAPITAL RECOVERY RATE. THE ACCOUNT SECURITY DEPOSIT COLLECTED TO OPEN A NEW ACCOUNT WILL BE REFUNDED ONLY TO THE APPLICANT NAMED ABOVE AND ONLY AFTER THE ACCOUNT IS CLOSED AND ALL ACCOUNT CHARGES HAVE BEEN SATISFIED.

X _____
APPLICANT SIGNATURE **DATE**

FOR INTERNAL USE ONLY:

_____	_____	_____	\$_____	_____
CUSTOMER No.	UAZ	PREMISE No.	SECURITY DEPOSIT	CS REP