



Documents Required for New Customers

Please feel free to use this as a guide for what is needed for new customers from Residential to Commercial, including where to find these documents.

If you have any questions or need additional assistance, please call our office at (225) 665-5188.

RESIDENTIAL – Owners

Where to Find

- | | |
|--|---|
| <input type="checkbox"/> Residential Application | Provided In-Office or ward2water.com |
| <input type="checkbox"/> Signed 2 nd page of Rate Sheet | Provided In-Office or ward2water.com |
| <input type="checkbox"/> Copy of Building or Occupancy Permit
<i>(for address verification purposes)</i> | Livingston Parish Permit Office – Same permit when getting electricity |
| <input type="checkbox"/> Signed Cash Sale/Deed/Donation | Received at Closing OR Clerk Of Court Office <i>(we can print from their website for \$1/page)</i> |
| <input type="checkbox"/> Picture ID <i>(Driver's License, State or Government Issued ID, Military ID, or Passport)</i> | |

***If you are not listed on the cash sale/deed/donation, but are acting on behalf of the owner, we must receive a signed letter and Picture ID from the owner as well as your Picture ID.**

RESIDENTIAL – Non-Owners

Where to Find

- | | |
|--|--|
| <input type="checkbox"/> Residential Application | Provided In-Office or ward2water.com |
| <input type="checkbox"/> Signed 2 nd page of Rate Sheet | Provided In-Office or ward2water.com |
| <input type="checkbox"/> Copy of Building or Occupancy Permit
<i>(for address verification purposes)</i> | Livingston Parish Permit Office – Same permit when getting electricity |
| <input type="checkbox"/> Signed Lease or Rental Agreement | Contact Landlord or Property Manager |
| <input type="checkbox"/> Picture ID <i>(Driver's License, State or Government Issued ID, Military ID, or Passport)</i> | |

***If you are not listed on the lease, but are acting on behalf of the tenant, we must receive a signed letter and Picture ID from the tenant as well as your Picture ID.**

Documents Required for New Customers

COMMERCIAL – Owners

Where to Find

- | | |
|--|---|
| <input type="checkbox"/> Commercial Application | Provided In-Office or ward2water.com |
| <input type="checkbox"/> Signed 2nd page of Rate Sheet | Provided In-Office or ward2water.com |
| <input type="checkbox"/> Copy of Building or Occupancy Permit
<i>(for address verification purposes)</i> | Livingston Parish Permit Office – Same permit when getting electricity |
| <input type="checkbox"/> Signed Cash Sale/Deed/Donation | Received at Closing OR Clerk Of Court Office <i>(we can print from their website for \$1/page)</i> |
| <input type="checkbox"/> Picture ID <i>(Driver's License, State or Government Issued ID, Military ID, or Passport)</i> | |
| <input type="checkbox"/> Signed Authorization Letter
<i>(List of those authorized to discuss, make changes, or inquire on the account)</i> | Signed by Owner/CEO/President of Company with their ID |

COMMERCIAL – Non-Owners

Where to Find

- | | |
|--|--|
| <input type="checkbox"/> Commercial Application | Provided In-Office or ward2water.com |
| <input type="checkbox"/> Signed 2nd page of Rate Sheet | Provided In-Office or ward2water.com |
| <input type="checkbox"/> Copy of Building or Occupancy Permit
<i>(for address verification purposes)</i> | Livingston Parish Permit Office – Same permit when getting electricity |
| <input type="checkbox"/> Signed Lease or Rental Agreement | Contact Landlord or Property Manager |
| <input type="checkbox"/> Picture ID <i>(Driver's License, State or Government Issued ID, Military ID, or Passport)</i> | |
| <input type="checkbox"/> Signed Authorization Letter
<i>(List of those authorized to discuss, make changes, or inquire on the account)</i> | Signed by Owner/CEO/President of Company with their ID |

Realtors & Real Estate Companies

Commercial Application

Signed 2nd page of Rate Sheet

Copy of Building or Occupancy Permit
(for address verification purposes)

Signed Listing or Management Agreement

Picture ID *(Driver's License, State or Government Issued ID, Military ID, or Passport)*

***If you are applying on behalf of a Company, a permission letter must be signed by Company Owner/CEO/President.**

Fire Hydrant Meters

Commercial Application

Signed 2nd page of Rate Sheet

Picture ID *(Driver's License, State or Government Issued ID, Military ID, or Passport)*

***If you are applying on behalf of a Company, a permission letter must be signed by Company Owner/CEO/President.**
