



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

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

***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

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

***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

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

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