



1957-2010

City Manager:
Mercury T. Payton

CITY OF MANASSAS PARK

Proudly Serving the Community for over 50 Years

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Vice Mayor:
Bryan E. Polk

Council Members:
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Establishing Residential Water Accounts

New Owner/Purchased home:

- Copy of Settlement Statement or Deed
- Picture Identification (ex: drivers license, passport, military ID, etc)
- \$56 at the time of activation for residential and \$65 for commercial*
- Pay previous balance (if any)

Lessee/Renter:

- Initialed and signed copy of City Ordinance by landlord along with their ID for verification. Form is in office and online. (can be faxed, e-mailed or picked up)
- Copy of lease
- Picture Identification (ex: drivers license, passport, military ID, etc)
- \$56 at the time of activation for residential and \$65 for commercial*
- Pay previous balance (if any)

Add Lessee/Renter to owner's account:

- Initialed and signed copy of City Ordinance by landlord along with their ID for verification. Form is in office and online. (can be faxed, e-mailed or picked up)
- Copy of lease
- Picture Identification (ex: drivers license, passport, military ID, etc)
- Date for reading, when tenant will start to occupy property
- Any outstanding balance will continue on acct (if any)

Bank owned properties/realor managed:

Option A:

- Letter from Bank granting management of property to realtor (listing agreement)
- Pay previous balance left from owner (if any)
- \$56 at the time of activation for residential (\$26 UOSA Fee billed monthly for water connection) and \$65 for commercial (\$35 UOSA Fee billed monthly plus Equivalent unit charge if any)*

Option B:

- Letter from Bank granting management of property to realtor (listing agreement)
- Copy of foreclosure paperwork if applicable
 - If foreclosure, costs for connection will be added to the account balance for the address, which is an automatic lien and due at closing.
- \$30 at the time of activation to have water connected for 5 business days *

Any questions on these requirements you may contact the above phone number.

Karla V. Arreaga
Senior Water Billing Clerk

* Payment is due at time of activation, it can not go on the first billing cycle