



# CITY OF MANASSAS PARK WATER & SEWER DEPARTMENT

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*Mayor:*  
*Frank Jones*

*Vice Mayor:*  
*Bryan E. Polk*

*City Manager:*  
*James W. Zumwalt*

## Establishing Water Accounts

*Council Members:*  
*Preston Banks*  
*Brian Leeper*  
*Keith D. Miller*  
*Suhas Naddoni*  
*Bill Treuting*

### **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\*

### **LESSEE/RENTER:**

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

### **ADD LESSEE/RENTER TO OWNER'S ACCOUNT:**

- Initialed and signed copy of City Ordinance by landlord along with their ID for verification. Form is online, can be faxed, e-mailed or picked up in the office.
- 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 account

### **BANK OWNED PROPERTIES/REALTOR MANAGED:**

#### **Option A:**

- Letter from bank granting management of property to realtor (listing agreement)
- \$56 at the time of activation for residential and \$65 for commercial\*

#### **Option B:**

- Letter from bank granting management of property to realtor (listing agreement)
- Copy of foreclosure paperwork if applicable
- \$30 at the time of activation to have water connected for 5 business days

\* \$26 (residential)/\$35 (commercial) UOSA fee + \$30 connection fee  
Payment is due at time of activation, it can not go on the first billing cycle