



## **CHECKLIST FOR NEW CUSTOMERS OR RENTERS**

### Instructions for completing forms for Water Service

#### **Customer Service Application and Agreement**

- To include all person(s) that need/require access to the ECSUD water account. (If you are not on the application, you will not be on the account and ECSUD will not be able to speak with you regarding any questions/concerns you may have).

#### **Photo ID's**

- Must include All Photo ID's for anyone listed on the Customer Service Application
- Acceptable proof of IDs include: Driver License, Identification Certificate, current United States passport, foreign passport, or current United States Military Identification.

#### **Customer Service Inspection**

##### **Ownership Documents**

- Acceptable documents include: Texas Disclosure, Warranty Deed, Guarantee Deed, Deed of Trust or Executor Deed.
- Must include the Names of the Buyer(s) and Seller(s), Service Address and the Signature page of the Buyers and Sellers or Closing Officer or Escrow Secretary.

**OR**

##### **Lease Agreement**

- Must include Names of Tenant(s), Property Management/Owner Names, Service Address and the signature of the Tenant and property Management/Owner.
- Alternatively, the Owner's Permission Form can be found on the District's website.

##### **Easement – if applicable**

- This needs to be signed in front of a Notary.
- Original **MUST** be turned into office.

If you have any questions concerning this information, please call our office at (210) 649-2383.

Office location: 5570 FM 1688, Adkins, TX 78101

Monday – Friday 8:30 AM to 5:00 PM or email to [customerservice@ecsud.com](mailto:customerservice@ecsud.com)