



Electric & Water Connect/Name Change Documentation Check List

NOTE: this check list is intended for locations with existing services

1. Homeowner verification
 - a) Deed **or**
 - b) Will **or**
 - c) Probate Allocation **or**
 - d) District Letter – A letter from the district stating:
 - How long the named customer has resided at the home.
 - The named customer's relationship to the actual homeowner; and
 - Confirmation that the district recognizes the named customer as the official current homeowner.
2. Notarized letter(s) giving authorization to name change/connect service at location
 - a) (1) Homeowner **or**
 - b) Multiple homeowners
Ex. Family home - Letters from (all) siblings
3. Death Certificate or Prayer card, if applicable.
4. Past due balances
 - a) All past due TOUA balances @ location must be paid prior to connect/name change
5. Deposit
 - a) up to \$450.00 **or**
 - b) Letter of Credit – Letter of Credit from previous utility company stating that the customer has not been delinquent more than two (2) times in a twelve (12) month period and has not been disconnected for non-payment.
Note: Letter of credit will not be accepted for Rental properties
6. Completed TOUA application for service/customer information form