

**CITY OF RENSSELAER
NEW TENANT VERIFICATION FORM**

(Please Print)

TO: _____ **EFFECTIVE DATE:** _____
(Lessee)

(Joint lessee)

Rental Property Address: _____

This certifies the above named lessee(s) are renting the listed property. They are responsible for establishing the following utility services with the City of Rensselaer.

(Check all that apply) **Gas** **Electric** **Water** **Sewage** **Trash**

Please list names of all occupants (children over 18):

- | | |
|-----------|-----------|
| 1.) _____ | 2.) _____ |
| 3.) _____ | 4.) _____ |
| 5.) _____ | 6.) _____ |

Landlord/Manager Signature

Date: _____

NOTE TO RENTER:

This form must be accompanied with proper photo identification & deposit fees:

- Residential Standard Deposit: Electric - \$75.00, Gas - \$75.00, Water - \$75.00, Sewage - \$75.00
- Residential High Risk Deposit: **\$125** for each required service
- Commercial: Determined by required service size. Please call 866-7884 for information.

Note: A credit risk assessment report will be ran through Online Utility Exchange. The information obtained is used to verify identification and determine the amount for the required utility meter deposits(s). This inquiry *does not* adversely affect your credit file.

(Utility Office Use Only)

Transfer of utilities completed by: _____
(Utility Clerk)

Date: _____