

Application for Property Manager/ Realtor Service / Foreclosure Purchase

The customer who wishes to arrange for City utilities is urged to apply at the Customer Services office at 5 E Reed St., not more than (30) days in advance nor later than (1) business day notice (*no weekends or holidays*). If you are the Leasing/Property Manager, Agent of a property, or New Owner of a Foreclosed Property, you will need:

- Proof of ownership; (a copy of the updated **Deed**), as noted per the County Tax office.
- A signed, current '**Letter of Authorization**', '**Listing Agreement**', or '**Lease Management Agreement**'.
NOTE: (A Lenders 'Mortgage Assignment' documents must clearly show the complete connection from property owner to Lender; to Bank; to Agent/Subcontractor.)
 - Property address must match the Tax Deed records.
- A signed current contract from the owner authorizing the Agent/Third Party as a representative:
 - Proper **ID** from the Agent (*drivers license, identification card, etc.*), Federal Tax ID, or Social Security number.
 - Mailing address for bills and contact information.
 - The date service will be required.
- Each property managed must satisfy all City Codes & Ordinances before service will be established, whether for temporary inspection or future rental/sale purposes.
 - **All prior indebtedness for any Liens or City services must be paid in full.** (COD Sec.110-2)
 - All electric service de-energized for **six months** or Meter Tampering must have a State Licensed Electrical Safety Inspection. (COD Sec.1-501)
- The City will accept in lieu of the owner a valid Power of Attorney, Guardianship, or Estates assignment. (*Contact Customer Services for specific requirements.*)
- A deposit may be required before the application is approved.
 - The minimum deposit is \$250.00. (*See Customer Service for specific details.*)

****Request for City services will be delayed or denied until all above requirements are met****

It is the responsibility of the owner or acting Agent to provide a 30 day notification to the City of Dover when there is a change in assignment or contract agreement.



This information is prepared for you as a general guide to our Utility policy. For additional information on City of Dover policies contact Customer Services at 302-736-7035 or ebilling@dover.de.us.

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