



**FULTON COUNTY FINANCE DEPARTMENT  
WATER & SEWER BILLING AND COLLECTIONS DIVISION**

141 Pryor St, Suite 7001, Atlanta, GA 30303  
Phone: (404) 612-6830 Fax: (404) 612-2111  
Email: [New.Service@fultoncountyga.gov](mailto:New.Service@fultoncountyga.gov)

## NEW WATER/SEWER ACCOUNT SETUP APPLICATION CHECKLIST

Fulton County Finance Department Water & Sewer Billing and Collection Division manages water and sewer accounts for residents in north Fulton County, north of the Chattahoochee River.

To apply for service you will need to submit a new service application along with other required documentation listed below. Completed documents can be submitted via:

- Email: [New.Service@fultoncountyga.gov](mailto:New.Service@fultoncountyga.gov) (please reference your property address in the subject line);
- Fax: (404) 612-2111; or
- In Person: you can drop the documents off in person at:
  - 11575 Maxwell Road, Alpharetta, GA 30009; or
  - 141 Pryor Street SW, 7th Floor, Atlanta, GA 30303.

Please select the option that applies to you for the list of required documents:

### OWNER:

The following documents are required to establish the service by the owner:

- New Service Application**
- Copy of the 1st page of the **Settlement Statement** and copy of the Acknowledgment and Receipt of Settlement Statement. In lieu of settlement statement, deeds (e.g., Foreclosure, Security and Warranty) may be submitted. However, the document **MUST** be recorded by the court.
- Valid Government Issued picture identification.**
- Management Agreement; *ONLY if you will have your property managed by a third party.*

### TENANT:

Please note that the OWNER or MANAGEMENT COMPANY of the property must have an account in order for a tenant to establish service.

The following documents are required to establish the service by the tenant:

- New Service Application.**
- First page of the lease**, which includes owner/tenant information and dates of lease.
- Signature page of the lease**, which includes signatures of both parties on lease.
- Valid Government Issued picture identification.**

### PROPERTY MANAGEMENT COMPANY:

Please note that the OWNER of the property must have an account in order for a property management company to establish service.

If the OWNER provides a copy of Management Agreement with their application the management company will not need to apply.

The following documents are required to establish the service by the property management company:

- New Service Application.**
- Management Agreement**, which includes owner information and dates of contract, and signatures of both parties on the agreement.
- Valid Government Issued picture identification** of the representative of the company that completes the application.

### REALTOR:

The following documents are required to establish the service by a realtor:

- New Service Application.**
- Listing Agreement OR Proof of Assignment**; which should have the property address, the realty company name, and the realtor name that is applying for service.
- Valid Government Issued picture identification of realtor.**