



**Tenant Move In, Move Out, or Final Bill Request Form**

Form must be signed and submitted by a deeded property owner of the service location.

**Owner Contact Information**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Mobile: \_\_\_\_\_

Secondary Phone/Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Service Address & Unit Designation: \_\_\_\_\_

Date requesting final through: \_\_\_\_\_

**Current Tenant**     *If currently vacant, check here and skip to "New Tenant" section*

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Mobile: \_\_\_\_\_

Secondary Phone/Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Send copy of final to exiting tenant? \* (Circle one)

*Yes, email*

*Yes, paper copy*

*No, no copy to tenant*

\* Please note that collections will remain the responsibility of the property owner, and that any collections action taken by MAWSA will be the responsibility of the property owner.

**New Tenant**     *Check here  if the unit will be vacant, and there is no new tenant at this time*

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Mobile: \_\_\_\_\_

Secondary Phone/Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Borough vacancy inspection completion date: \_\_\_\_\_ If none, scheduled date: \_\_\_\_\_

Circle one if you would like the new tenant to receive a copy of future billing statements. \*\*

*Yes, email copy*

*Yes, paper copy*

*No, no copy to tenant*

\*\* MAWSA will issue one courtesy copy of each future billing statement to the exiting tenant as indicate above, until notified in writing to discontinue the service. Collections remain the responsibility of the property owner regardless of copies issued.

\_\_\_\_\_  
Owner Printed Name

\_\_\_\_\_  
Owner Signature and Date