

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: _____

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

Move out date if applicable: _____
 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*

Move in date if applicable: _____
 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