

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*

Name: _____
 Phone: _____
 Mobile: _____
 Secondary Phone/Mobile: _____
 Email: _____

Information update only__ Mid-cycle bill __yes, through date:_____ No mid-cycle bill__
 Send copy of final bill through move out date to exiting tenant? *
 __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*

Information update only__ Mid-cycle bill __yes, through date:_____ No mid-cycle bill__
 Name: _____
 Phone: _____
 Mobile: _____
 Secondary Phone/Mobile: _____
 Email: _____

Check 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 to tenants. Owners will continue to receive monthly bills.

 Owner Printed Name

 Owner Signature and Date