

Tenant Update 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: _____

Please select one of the following:

- I am submitting this form to update my tenant information only.
- I have a tenant moving in or out, but do not want a bill outside of the normal billing cycle.
The billing cycle runs from the 20th to the 20th of each month. EX: 2/20-3/20
- I have a tenant moving in or out and want a bill through this date: _____
 - o Please send the exiting tenant a copy of the bill by mail* _____ or email* _____
 - o No copy is necessary for the tenant.

* 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.

Current Tenant

No current tenant, unit is vacant. Check here ____ and skip to “New Tenant” section.

Name: _____

Phone: _____

Mobile: _____

Secondary Phone/Mobile: _____

Email: _____

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: _____

Please send the tenant monthly copies of bills by mail** _____ or email** _____

**MAWSA will issue one courtesy copy of each future billing statement to the exiting tenant as indicated above until notified in writing to discontinue the service. Collections will 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