

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: _____

Updating Current Tenant Records ONLY Check here if updating location to vacant status.

Name: _____

Phone: _____

Mobile: _____

Secondary Phone/Mobile: _____

Email: _____

Tenant Moving Out On: _____ **Or Check here** No current tenant, unit is vacant.

Name: _____

Phone: _____

Mobile: _____

Secondary Phone/Mobile: _____

Email: _____

Tenant Moving In On: _____ **Or Check here** if no new tenant is moving in and location will be vacant.

Name: _____

Phone: _____

Mobile: _____

Secondary Phone/Mobile: _____

Email: _____

Please check here if you want the tenant to have access to have an account number to use autopay

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