

## Tenant Update Form

This form must be signed and submitted by the **property owner** or a contracted representative of the service location such as a Property Management Agency (PM).

**Requestee Information** I am the  Owner  Property Management Agency

Name (Print): \_\_\_\_\_

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

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

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

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

Service Location Address & Unit #: \_\_\_\_\_

*Submission of this form signifies that Requestee is legally authorized to act on behalf of/in relation to above noted property and to the terms hereafter. Copies will be mailed to Owner on Record regardless of additional copies requested herein (at no additional cost). Owner is and will remain solely responsible for all balances incurred with MAWSA.*

Requestee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Purpose: (Choose One)**  Update current tenant information only (Fill in *Current* below)

Move current tenant out and bill to this date: \_\_\_\_\_, unit will be vacant thereafter

Move current tenant out and bill to this date: \_\_\_\_\_, new tenant in (See reverse.)

Unit currently vacant – moving new tenant in (See reverse.)

*Form is for **one** transaction. For additional move in/out/vacancies, submit additional forms.*

**Current Tenant Name or "None – Vacant":** \_\_\_\_\_

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

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

### Billing Preference

Send the final water/sewer statement to Requestee at (circle one):    Email    USPS

### Please also send a copy of the final to the outgoing tenant at (Choose 1)

Do not send the tenants any bill copies.

Forwarding address via USPS at: \_\_\_\_\_

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

**Incoming Tenant(s) as on Lease Agreement:**

Incoming Date: \_\_\_\_\_

Primary Contact: \_\_\_\_\_

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

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

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

Secondary Contact: \_\_\_\_\_

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

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

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

**Tenant Billing Preferences**

- Do not generate regular monthly bill copies for the tenant. I or Property Management Agency will make all payments.

NB: While owners may opt out of sending tenant copies, if the owner expects tenant payment (including reimbursement for owner-paid bills), MAWSA will provide a copy to the tenant upon request to confirm pass-through charges, at no cost to either party. **After repeated requests from a tenant, MAWSA will automatically provide copies to the tenant.** Without authorization for a separate tenant account, the **tenant will also have access to view all location balances owned by the owner** and will not have access to autopay.

- Generate a separate account for my tenant (primary contact) to use autopay. **This will lead to bill copies to the tenant as selected below, and prevent them from viewing balances for other locations I own.**

Please send copies of the monthly statements to tenant (primary contact) at: (Choose 1)

- Service location and unit number via USPS

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

**Important Notice Regarding Delinquency Notifications:**

In accordance with the Utility Services Tenants Rights Act of 1978, MAWSA is required to notify all tenant contacts at this service location of any account delinquencies, regardless of whether the tenant receives regular billing statements. The full text of the Act is available at <https://www.legis.state.pa.us/>.