



PRINCE WILLIAM WATER

Your Water • Your Environment • Our Mission

PRINCE WILLIAM WATER OWNER AUTHORIZATION FOR NEW TENANT SERVICE

Effective July 1, 2012, property owners/managers must complete this form to authorize initiation of service for all tenant accounts. Tenants are required to submit an Advance Payment of \$200 to Prince William Water. Property owners/managers may waive the Advance Payment for tenants who receive needs-based rental assistance if proper corresponding documentation is provided to Prince William Water.

Property Owners: In the event you have not already done so, please complete this form and return it to Prince William Water within 15 calendar days to finalize your tenant's move-in process and ensure continuation of water and sewer service to your tenant.

Property/Service Address: _____ Tenant Occupancy Date: _____

The following person(s) have entered into a lease agreement for the above property and is/are authorized to obtain water and sewer services at this address from Prince William Water as my tenant(s).

New Tenant Information (list full names of all tenants on lease):

(Print Name)

(Print Name)

(Print Name)

(Print Name)

Please check one:

- Collect Advance Payment of \$200 from tenant that will be held and applied to the tenant's final bill.
- Waive Advance Payment due to the tenant's receipt of needs-based rental assistance from local, state or federal agencies. **Supporting documentation must be submitted with this completed Authorization Form.**

Owner Information: Please provide full name, mailing address (if different from service address), and contact information.

Owner Name: _____

Mailing Address: _____

Driver's License Number: _____ Email: _____

Home Phone: _____ Mobile Phone: _____

This form must be signed by the legal recorded property owner or authorized property manager.

(Signature of Owner or Authorized Agent)

(Print Name)

(Date)

****To safeguard your personal information, please return this form directly to Prince William Water's Customer Service.****

Mail:
Prince William Water
Attn: Owner Authorization
P.O. Box 2266
Woodbridge, VA 22195-2266

Email: CustomerService@pwwater.org

Fax: (703) 335-8949

In-Person: 4 County Complex Court
Woodbridge, VA 22192