



## PWCSA 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. New tenants are required to submit an Advance Payment of \$250 to the Service Authority. Property owners/managers may waive the Advance Payment for tenants who receive needs-based rental assistance if proper corresponding documentation is provided to the Service Authority.

**Property Owners: In the event you have not already done so, please complete this form and return it to the Service Authority 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 the Prince William County Service Authority 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 \$250 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 PWCSA Customer Service.\****

**Mail:**  
PWCSA

**Attn: Owner Authorization**  
P.O. Box 2266  
Woodbridge, Va. 22195-5566

**Email:** CustomerService@pwcsa.org

**Fax:** (703) 335-8949

**In-Person:** 4 County Complex Court  
Woodbridge, Va. 22192