



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. Tenants are required to submit an Advance Payment of \$200 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 \$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 PWCSA Customer Service.****

Mail:

PWCSA

Attn: Owner Authorization

P.O. Box 2266

Woodbridge, VA 22195-2266

Email: CustomerService@pwcsa.org

Fax: (703) 335-8949

In-Person: 4 County Complex Court

Woodbridge, VA 22192