

Customer Account No:

Re:

**CHANGE OF ADDRESS – OWNER/TENANT**

Dear \_\_\_\_\_ :

Below are instructions for the Name/Address change you would like to make:

1. Owner responsible for the bill - change billing address

If you are the owner of the property and wish to change only the address that the bill is sent to, please complete the attached form as follows:

Complete the new billing address section and sign the form in the Owner's signature blank. The completed form should then be returned to The Pittsburgh Water and Sewer Authority.

2. Owner responsible for the bill - change responsibility to tenant

If you are the owner of the property and wish to change responsibility of the water bills to the tenant, please complete the attached form as follows:

- A) It is the policy of the Authority that the owner of the property pay any outstanding charges prior to submission of the bills to the tenant. Following receipt of your payment, the billing change you requested will be made. The outstanding balance is \$ \_\_\_\_\_.
- B) Complete the new Billing Name and Address section. Both the owner and the tenant must sign the form in the appropriate places. The form should then be returned to The Pittsburgh Water and Sewer Authority.

Sincerely,

Customer Service

**CHANGE OF ADDRESS – OWNER/TENANT**

To change the billing address for a Pittsburgh Water and Sewer Authority (PWSA) bill, please complete the sections of this form that apply. If a tenant is being added or changed, both the owner and tenant must sign the form in the appropriate places. A monthly invoice will be sent to the tenant and a copy will be sent to the owner. The completed form must then be returned to PWSA. Please allow 7-10 business days for processing.

Service Address: \_\_\_\_\_

Account No: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Tenant's Name: \_\_\_\_\_

Tenant Move-in Date: \_\_\_\_\_

Owner's Current Address:  
\_\_\_\_\_  
\_\_\_\_\_

Tenant Billing Address:  
\_\_\_\_\_  
\_\_\_\_\_

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

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

**Reason For Change:**  Change of owner's address  Change for new tenant  Add existing tenant to billing

*Owners and Property Managers: as the master account holder, please insure the balance is paid in full before the new tenant assumes responsibility for the billing. Any unpaid balance prior to the new tenant's move in date listed above could postpone processing and/or cause removal of the new tenant's information from the account.*

Owner's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Tenant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Sincerely,

Customer Service