



NAME CHANGE AUTHORISATION – RESIDENTIAL OWNER TO TENANT

ACACC-03-TMP010 05 May 2017

PROPERTY OWNER MUST COMPLETE THE FORM TO ENABLE THE WATER CONSUMPTION ACCOUNT TO BE FORWARDED TO THE TENANT.

DATE:	ASSESS NO:
PROPERTY ADDRESS:	METER NUMBER

OFFICE USE ONLY	
NAR NUMBER:	OWNER'S NAME
1.	
2.	
3.	

OFFICE USE ONLY		
NAR NUMBER:	MA	TENANT'S NAME (FULL NAME) – ONE TENANT ONLY
1.		

TENANT ADDRESS	OWNER ADDRESS

TENANT CONTACT DETAILS	OWNER CONTACT DETAILS
<i>Home :</i>	<i>Home :</i>
<i>Mobile:</i>	<i>Work:</i>
<i>Email:</i>	<i>Mobile:</i>
TENANCY COMMENCEMENT DATE:	<i>Email:</i>

NOTES:	
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1. THE PROPERTY OWNER IS ULTIMATELY RESPONSIBLE FOR ANY DEBT INCURRED ON THE PROPERTY.
2. THE ACCOUNT MUST BE AT A NIL BALANCE BEFORE THE TENANT DETAILS ARE TRANSFERRED.
3. **I, THE OWNER, AGREE TO THE TERMS AND CONDITIONS AS PER THE REVERSE PAGE OF THIS FORM.**

Owner's Signature

Date

Postal Address: PO Box 400 Bunbury WA 6231 Office: 5 MacKinnon Way Bunbury WA

Telephone: (08) 9780 9500 Facsimile: (08) 9780 9509 www.aqwest.com.au

THIS DOCUMENT IS UNCONTROLLED WHEN PRINTED

Date Print: 03 July 2017

TERMS AND CONDITIONS

- a) Upon completion of this form by the property owner and payment for a meter read reset if required the requested accounts will be changed into the tenant's name.
- b) All tenancy changes will be advised by the owner/landlord. Failure to advise Aqwest of tenancy changes will result in the account being changed back into the owner's name.
- c) All unpaid accounts will be the responsibility of the owner.

Where two or more accounts fail to be paid the tenant's name will be removed from the account.

- d) All debt recovery will be addressed to the owner.

Internal Use Only

APPROVED BY: _____ DATE: _____

METER RESET REQUIRED: YES / NO LAST READ DATE: _____