

Section A – Agent Details (all fields compulsory)

Agency:			
Agency Contact Name:		Agency Phone:	
Agency Email Address:			
Agency Postal Address:			

Section B – Owner and Property Details

Owner Property Address:			
Owner Name(s):			
Owner Residential Address: (compulsory)			
Owner Postal Address: <i>(if different to above)</i>			
Owner Email Address:		Owner Phone:	

Section C – Agent Declaration

Please tick one of the following:

<input type="checkbox"/>	We have been appointed Managing Agent of the abovementioned property and request the Aqwest full account (Annual Supply Charge and Water Consumption) and correspondence relating to this property to be sent to our office on the owner’s behalf.
<input type="checkbox"/>	We have been appointed Managing Agent of the abovementioned property and request the Aqwest Water Consumption portion of the account only to be sent to our office on the owner’s behalf. Please note: If the tenant holds a current concession card, refer to Section D for further options and information. (Health Care Card holders not eligible for concession).
<input type="checkbox"/>	We no longer manage the abovementioned property and request future correspondence to be sent directly to the owner(s).

Please see over

Section D – Tenant Concession Information

CONSUMPTION ACCOUNT – TENANT HOLDS AN ELIGIBLE CONCESSION CARD	
<input type="checkbox"/>	YES Tenant holds a current concession card (<i>Health Care Card holders not eligible for concession</i>).
<input type="checkbox"/>	YES Transfer consumption into tenant’s name - postal address care of Agency
TENANT INFORMATION	
First Name:	
Last Name:	
Phone:	
Email Address:	
Move in Date:	
<p>For any eligible rebate to be applied, please ensure the tenant completes the concession application form - link from the Aqwest website provided below</p> <p>https://aqwest.com.au/forms/billing-enquiries-and-requests/apply-for-a-concession</p>	
<input type="checkbox"/>	<p>NO Do not transfer consumption into tenant’s name .</p> <p>Tenant Pension/Senior Application form must be submitted by tenant each financial year to receive eligible rebate from Aqwest – link from the Aqwest website provided below</p> <p>https://aqwest.com.au/forms/tenant-and-property-manager-forms/other-tenancy-forms-(downloads)</p>
Comments:	
Agent Signature:	Date: