



Tenant Final Bill Request Form

Form must be signed and submitted by a deeded property owner of the service location.

Owner Contact Information

Name: _____

Mailing Address: _____

Phone: _____

Mobile: _____

Secondary Phone/Mobile: _____

Email: _____

Current Tenant Information *If currently vacant, check here and go to "New Tenant" section*

Service Address & Unit Designation: _____

Name: _____

Phone: _____

Mobile: _____

Secondary Phone/Mobile: _____

Email: _____

Date requesting final through: _____

Send copy of final to exiting tenant? * (Circle one)

Yes, email free copy

Yes, \$2 paper copy

No, no copy to tenant

* Please note that collections will remain the responsibility of the property owner, and that any collections action taken by MAWSA will be the responsibility of the property owner.

New Tenant Information

Check here if the unit will be vacant, and there is no new tenant at this time _____

Name: _____

Phone: _____

Mobile: _____

Secondary Phone/Mobile: _____

Email: _____

Borough vacancy inspection completion date: _____ If none, scheduled date: _____

Circle one if you would like the new tenant to receive a copy of future billing statements. **

Yes, email free copy

Yes, \$2 paper copy

No, no copy to tenant

** MAWSA will issue one courtesy copy of each future billing statement to the exiting tenant as indicate above, until notified in writing to discontinue the service. Collections remain the responsibility of the property owner regardless of copies issued.

Owner Printed Name

Owner Signature and Date