

# WATER AND SEWERAGE CORPORATION



## LANDLORD NOTIFICATION FORM

PLEASE PRINT CLEARLY AND COMPLETE FORM IN FULL

<b>ACCOUNT NAME</b>	<b>Title:</b> <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Miss <input type="checkbox"/> Other				
	First Name		Middle Name		Last Name
<b>Customer ID.</b>		<b>Location ID.</b>		<b>Alternate ID.</b>	
<b>Telephone</b>	Home		Work		Mobile
Postal Code		Email Address			
<b>ACCOUNT ADDRESS</b>	House/Apt No.		Street Address		Meter Number
	<b>LANDLORD</b> <ul style="list-style-type: none"> <li>The Owner/Landlord shall make the initial application for service to the premises, and pay the associated fees and charges, including a security deposit.</li> <li>All other accounts in the Landlord's name should be checked to ensure that they are in good standing.</li> <li>The Landlord's email address will be added for e-notification so that (s) he receives a copy of the billing statements.</li> <li>Landlord/Tenant will be required to complete Form CS009 (b) informing the Corporation at least ten (10) working days before vacating the premises. Failure to do so will result in the Landlord being responsible for any and all charges relating to the account.</li> <li>During periods when the premises are unoccupied, water and/or sewer charges will be billed to the Landlord's account. The Corporation reserves the right to pursue the owner for any and all unpaid utility bills, in the event the property is sold.</li> </ul>				
Dear Sir/Madam,  Please accept this notification that _____ has moved/will move out of the above premises on (MM/DD/YY) _____. I/We hereby request that you read the meter, render a final bill and close the captioned account. AND/OR The new tenant, _____, has moved/will move in on (MM/DD/YY) _____. Please open an account in his/her name.					
I understand that I will be liable for water and/or sewer charges during periods when the premises are unoccupied.			<b>Owner's Name:</b>		
			<b>Signature:</b>		
			<b>Date:</b>		

Landlord and New Tenants must provide either a Passport, Driver's License or Voter's Card, along with a National Insurance Card and the Lease Agreement, Rent Receipt or Deposit Receipt in the same name. Non-Bahamians must supply all of the above, plus a valid Work Permit or proof of permanent residency. **Security Deposit will not be refunded as a result of a tenancy.**

FOR OFFICIAL USE ONLY		
<b>Old CID/LID</b>	<b>Work Order Number</b>	STAMP  &  INITIAL
<b>New CID/LID</b>	<b>Account Alternate ID#</b>	