

Tenancy advice form - new occupancy/vacate of dwelling

Tenants responsibility - Pursuant to the *Residential Tenancies Act 1997*, all persons who intend to occupy a separately metered residential dwelling as a tenant must advise Western Water in writing of such intention, providing not less than 48 hours notice. Failure to provide such notice may result in excessive consumption tariffs and/or recovery action including litigation through the courts.

Tenants are required to provide the following information. **(Please use Block Letters)**

Occupy

Vacate

Details of property to be tenanted

Assessment number: (If known) _____

Date of occupy/vacate: _____ Length of lease: _____

Address of property: _____

Tenant details

Tenant one*

Surname: _____ Given name: _____

Date of birth: _____ Drivers licence number: _____

Previous/Forwarding address: _____

Telephone numbers: (Home) _____ (Work) _____ (Mobile) _____

Tenant two*

Surname: _____ Given name: _____

Date of birth: _____ Drivers licence number: _____

Previous/Forwarding address: _____

Telephone numbers: (Home) _____ (Work) _____ (Mobile) _____

*If eligible for a concession please contact Centrelink to update address details. To claim concession call Western Water Customer Service on 1300 650 422

Name and address of a close relative/friend not living with you

Name: _____ Address: _____

Phone number: _____

Landlord/Agent details

Full Name/Company name: _____ Phone number: _____

Postal address: _____

NOTE: Property owners mailing address is required for service charge accounts.

Owners name: _____

Owners postal address: _____

NOTE: I authorise Western Water and my landlord (and my landlord's agent) to exchange my previous/forwarding address details from time to time. Western Water is committed to the information privacy principles contained in the *Freedom of Information Act 1982* and the *Information Privacy Act 2000*. For a copy of our Personal Privacy Charter please contact us or visit www.westernwater.com.au.

Declaration: I declare that the information provided above to the best of my knowledge is true and accurate in every detail.

Tenant signature (1): _____ Date: _____

Tenant signature (2): _____ Date: _____

Witness: _____ Date: _____