

## Change of Tenant All Charges Form

**Ensure there are no outstanding accounts for owner before adding T.A.C to Probus**

Property No: \_\_\_\_\_

Tenant No: \_\_\_\_\_

Advised: \_\_\_\_\_

☐ R/E ☒ O ☐ T☐ other: \_\_\_\_\_

Name of Business: \_\_\_\_\_

Type of Business: \_\_\_\_\_

Proprietors Name: \_\_\_\_\_

Supply Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone: (Business) \_\_\_\_\_

(Mobile) \_\_\_\_\_

(After Hours): \_\_\_\_\_

Owner: \_\_\_\_\_

Date Commenced: \_\_\_\_\_

Date Vacated: \_\_\_\_\_

/ /

Previous Address: Not Applicable

Forwarding Address: \_\_\_\_\_

Vacate Date: \_\_\_\_\_

Tenant at new address: \_\_\_\_\_

Yes / No

Will they be a tenant at this forwarding address? **YES / NO**

### Owner's Declaration

I, ..... as owner of the property, understand that under Section 273 of the *Water Act 1989*, South Gippsland Water will be forwarding the account to the tenants on my behalf.

I am also aware that should my commercial tenant not pay the account, as owner of the property I am liable for all charges.

The Tenant is responsible for service and usage charges.

**Owner Signature: X****Date:** \_\_\_\_\_

**Privacy Statement:**

We will keep the personal details you have provided strictly confidential and for use of establishing and maintaining your account. The information will also be used for billing and other administrative purposes.

**OFFICE USE ONLY**

Meter No	Commencement	Vacating
Date to be Read:		/ /
Reading:		
Previous Reading:		
Used:		
Charge:		