

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:		