



## Residential Tenancy Notification Form

### Important

It is the owner/landlord or authorised agent's responsibility to register tenants with Westernport Water when new tenants lease a residential property. Please note: Tenants cannot be registered with accounts that belong to an Owner's Corporation or Dual Occupancy.

### Who is providing this form?

Tick one only: Owner  OR Tenant:  OR Agent:  OR state other \_\_\_\_\_

### Property Details

Property Address: \_\_\_\_\_

Authorised Agent/  
Owner: \_\_\_\_\_

Phone: \_\_\_\_\_

If a meter reading has been taken, please complete the following:

Meter Reading: \_\_\_\_\_

Date of Reading: \_\_\_\_\_

### Incoming Tenant Details

Surname: \_\_\_\_\_

Given Name: \_\_\_\_\_

Phone: \_\_\_\_\_

DOB : \_\_\_\_\_

Surname: \_\_\_\_\_

Given Name: \_\_\_\_\_

Phone: \_\_\_\_\_

DOB : \_\_\_\_\_

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

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

Date of Occupancy: \_\_\_\_\_

### Vacating Tenant Details

Surname: \_\_\_\_\_

Given Name: \_\_\_\_\_

Mobile: \_\_\_\_\_

DOB : \_\_\_\_\_

Surname: \_\_\_\_\_

Given Name: \_\_\_\_\_

Mobile: \_\_\_\_\_

DOB : \_\_\_\_\_

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

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

Date of Vacating: \_\_\_\_\_

### Information

As a residential tenant, if you have been directly paying Westernport Water for your water usage and the property you lease has its own water meter, you are responsible for telling Westernport Water when you are vacating the property [Please provide your notice at least 48 hours prior to the date of vacating]. Westernport Water can then arrange for the meter to be read when you vacate the property. This will transfer liability to pay any subsequent water usage charges back to the property owner. If you do not give this information to Westernport Water you will continue to be liable for water usage charges until the next scheduled meter reading or the end of the billing period (whichever comes first).

#### Office Use Only

Property Number: \_\_\_\_\_ Account Number: \_\_\_\_\_  
Meter Number: \_\_\_\_\_ Processed Date: \_\_\_\_\_



## Important information for Tenants

1. The Water Act at Part 13, Division 7 Sections 273A and 273B sets out the responsibilities of Owners [and their agents] Tenants and Westernport Water in relation to notifications when tenancies begin, end and the time within which Westernport Water is required to read the water meter after notification.
2. Tenants cannot be registered with accounts that belong to an Owner's Corporation/Dual Occupancy.
3. Owners are responsible for notifying Westernport Water at the commencement of a tenancy.
4. If the owner does not advise Westernport Water, then the owner may become responsible for water bill up until the time when the owner does notify Westernport Water.
5. The minimum information required by Westernport Water from the owner at the commencement of a tenancy is:
  - Name & contact details of the notifying person – i.e. the owner, the landlord or owner's Agent;
  - The property street address;
  - The name and contact details of the incoming tenant;
  - The date of occupancy;
  - The date on which the meter is to be read, or if the meter has been read, the reading and the date on which that reading took place.
6. The minimum information required by Westernport Water from the outgoing Tenant at the end of the tenancy is:
  - The street address of the property;
  - The name and current contact details of the outgoing tenant;
  - A forwarding address for the outgoing tenant; and
  - The date the tenancy is to cease and the date requested for a final reading.
7. Tenants may advise details on vacating a property by email to [westport@westernportwater.com.au](mailto:westport@westernportwater.com.au) or by telephone on 03 5956 4100 or 1300 720 711.

## Personal information collection

Westernport Water collects names and contact details on this form for the purpose of correctly billing for water usage & sewage services to rented properties. Part 13, Division 7 of the Water Act 1989 provides for this collection. If this information is not provided, parties may become liable for payment for services outside the period of the tenancy. If you wish to know what Personal Information about yourself is held by Westernport Water you may request it in writing from the Corporation's Privacy Officer. For further information please access our Customer Privacy Charter on the Westernport Water website.

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Meter Number: \_\_\_\_\_ Processed Date: \_\_\_\_\_