



Commercial Tenancy Notification Form

Owner and Property Details

Property Owner: _____ Phone: _____ Mobile: _____

Postal Address: _____

Property Address: _____

Real Estate Agent: _____ Phone: _____

Tenant Details

Surname: _____ Surname

Given Name: _____ Given Name:

Trading Name: _____

Authorised Contact: _____

Phone (bh): _____

Mobile: _____

Postal Address: _____

Date of Occupancy: _____

Owners and Tenants Declaration

I, _____ as **owner** of the property, understand that under Section 274 of the *Water Act 1989*, Westernport 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: (*tick appropriate box*)

Usage Charges Only

Fixed and Usage Charges

I, _____ as **tenant** of the property, agree to the owner receiving a copy of all notices issued for the duration of the tenancy.

Owner Signature: _____ Date: _____

Tenant Signature: _____ 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.