



## Commercial Tenancy Notification Form

### Owner and Property Details

Property Owner: \_\_\_\_\_ Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ DOB : \_\_\_\_\_

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

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

Real Estate Agent: \_\_\_\_\_ Phone: \_\_\_\_\_

### Tenant Details

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

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

Trading Name: \_\_\_\_\_

Authorised Contact: \_\_\_\_\_

Phone (bh): \_\_\_\_\_

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

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.