

# 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 ☐ Agent

## Property Details

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

Authorised Agent \_\_\_\_\_ Agent Phone: \_\_\_\_\_

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

## Vacating Tenant Details

Surname: \_\_\_\_\_ Given Name: \_\_\_\_\_ Phone: \_\_\_\_\_ DOB: \_\_\_\_\_

Surname: \_\_\_\_\_ Given Name: \_\_\_\_\_ Phone: \_\_\_\_\_ DOB: \_\_\_\_\_

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

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

## E-Notices (paperless billing)

All new Westernport Water accounts for tenants will be automatically enrolled for E-Notices (paperless billing), which is our preferred communication method as it has less impact on the environment.

If your tenant would like to **OPT OUT** of E-Notices and receive water bills in the mail, please tick this box:

☐ Opt-out of E-Notices

## Important information for Tenants

If you have been allocated a water usage account from Westernport Water, **it is your responsibility as a residential tenant**, to provide notice to Westernport Water at least 48 hours prior to **vacating**. Westernport Water will then arrange for the meter to be read on your requested date. This will transfer liability back to the property owner for any subsequent water usage charges. 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).

### Agents/owners please ensure tenants read the above and acknowledge:

Tenant Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Tenant Name: \_\_\_\_\_ Signature: \_\_\_\_\_

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 (or their agent) 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, date of birth and contact details (including email address) of the incoming tenant(s)
  - 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 and/or email address for the outgoing tenant
  - the date the tenancy is to cease, and the date requested for a final reading.
7. Tenants should advise details about vacating a property via 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.