

# Residential Rental Notification Form

## IMPORTANT NOTE:

- It is the **owner or authorised agent's** responsibility to register renters with Westernport Water when a new residential lease arrangement has been entered into.
- Please note: Renters cannot be registered with accounts that belong to an Owner's Corporation or Dual Occupancy.

## Who is providing this form?

Tick one only: ☐ Owner ☐ Agent

## Property Details

Property address:

Authorised agent:  Agent's phone:

Owner's name:  Owner's phone:

**From 1 November 2023, if a valid meter reading is not provided on this form, Westernport Water will schedule a meter reading and a fee will be incurred on the property owner's account.**

**A valid read must be taken within 5 days of the move-in date and after the previous renter vacates.**

Meter Reading:  Date of reading:

## Incoming Renter Details

Surname:  Given name:  Phone:  DOB:

Postal address:

Email:  Date of occupancy:

Surname:  Given name:  Phone:  DOB:

Postal address:

Email:  Date of occupancy:

## Vacating Renter 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 renters 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 client would like to **OPT OUT of E-Notices** and receive water bills in the mail, please tick this box:

☐ Opt-out of E-Notices

## Will there be a dog(s) residing at the property? Tick one only: ☐ Yes ☐ No

This information is important for the safety of our meter readers. Please note unrestrained dogs at a property require the tenant to supply Westernport Water with their meter reading periodically.

## Declaration on behalf of renter(s)

As **owner/agent** of this property, we acknowledge that the renter has been advised that under Section 273 of the *Water Act 1989*, **the renter is liable for the cost of water supplied to the property**. The renter also understands that they must provide Westernport Water at least 48 hours notice of occupying or vacating a property. Failure to do so will make the renter liable for the cost of all water to the property until Westernport Water next reads the meter or the end of the billing period in which the vacating occurred – whichever happens first.

☐ I have read and accept the above declaration on behalf of the renter.

Renter Name:  Agent signature:  Date:

Renter Name:  Agent signature:  Date:

1. The Water Act at Part 13, Division 7 Sections 273A and 273B sets out the responsibilities of Owners [and their agents], Renters and Westernport Water in relation to notifications when rentals commence/end, and the time within which Westernport Water is required to read the water meter after notification.
2. Renters 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 rental agreement.
4. If the **owner (or their agent)** 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 rental agreement is:
  - name & contact details of the notifying person – i.e. the owner or owner's Agent
  - the property street address
  - the name, date of birth and contact details (including email address) of the incoming renter(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
  - if there is a dog residing at the property (this information is important for the safety of our meter readers).
6. The minimum information required by Westernport Water from the outgoing **renter** at the end of the rental agreement is:
  - the street address of the property
  - the name and current contact details of the outgoing renter
  - a forwarding address and/or email address for the outgoing renter
  - the date the rental agreement is to cease, and the date requested for a final reading.
7. Renters 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 rental agreement. Westernport Water will keep personal details provided strictly confidential. 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 [www.westernportwater.com.au/contact-us/privacy/](http://www.westernportwater.com.au/contact-us/privacy/)



**Please read all information and declarations carefully before you complete and submit this form:**

Email completed PDF form to: [westport@westernportwater.com.au](mailto:westport@westernportwater.com.au)

Mail your printed form to: 2 Boys Home Road, Newhaven 3925, Victoria, Australia