



**HOMEOWNER AUTHORIZATION FORM  
AUTHORIZING TENANT TO OBTAIN WATER / SEWER SERVICES  
WITH FREDERICK WATER**

If you are a Homeowner and wish for a tenant to start service at your property you must complete the below form PRIOR to a tenant starting service. Tenants are required to pay a \$300 deposit when establishing their account. The deposit will be held until the tenant's account is closed and then applied to the final bill. This practice minimizes the potential payment liability of the Homeowner. Lien Offset (deposit) may be waived for tenants who receive need based local, state, or federal rental assistance. If your tenant receives rental assistance, please provide documentation with this form.

SERVICE ADDRESS: \_\_\_\_\_  
 TENANT'S NAME(S): \_\_\_\_\_  
 TENANT MOVE IN DATE: \_\_\_\_\_  
 TENANT EMAIL: \_\_\_\_\_  
 TENANT PHONE NUMBER: \_\_\_\_\_

CURRENT OWNER NAME(S): \_\_\_\_\_  
 (MUST HAVE ACTIVE ACCOUNT IN OWNER(S) NAME)

PROPERTY MANAGER: \_\_\_\_\_  
 (MUST HAVE CURRENT PMA ON FILE FOR THIS PROPERTY)

MAILING ADDRESS: \_\_\_\_\_  
 CITY, STATE, ZIP: \_\_\_\_\_  
 TELEPHONE NO: \_\_\_\_\_  
 CELL NO: \_\_\_\_\_  
 EMAIL: \_\_\_\_\_

As Homeowner of the above-mentioned property, I am providing the tenant's information to confirm they have entered into a lease agreement with me to occupy the property. By completing this form, I am authorizing the tenant to obtain services at this address and to establish an account for billing purposes. I understand a deposit will be collected and a Lien can be placed on the property if payment is not received. The Homeowner is ultimately responsible for payment of all outstanding charges in accordance with Virginia law (Section 15.2-5139, Code of Virginia). In accordance with the Code of Virginia § 15.2-2119.4 – Homeowners shall receive a written copy of their tenant's past due payment reminders prior to ceasing the supply of water and sewer.

Frederick Water maintains an "Owner Status" account for a rental property whether or not the property is occupied by tenants. When the property is rented, the tenant must contact Frederick Water to open an account and initiate service in their name. This will ensure the tenant is billed directly.

Frederick Water will deactivate the tenant's account when notified by the tenant of their intent to vacate the property or if the Homeowner calls to put service back in their name. The account will shift to "Owner Status" and the billing reverts back to the Homeowner. Service is NOT deactivated; the water remains ON.

I acknowledge that, as the Homeowner, I am responsible for any unpaid balance for this account after Frederick Water has attempted to collect any outstanding balance from the tenant.

By submitting this form, I acknowledge that I have read the above statement and agree to the terms listed.

\_\_\_\_\_  
Owner(s) or PM Signature

\_\_\_\_\_  
Owner(s) or PM Printed Name

\_\_\_\_\_  
Date

When completed, mail the form to:

Frederick Water  
Attn: Customer Service  
PO Box 1877  
Winchester, VA 22604

OR

Fax to (540) 868-1429

OR

Email to [CustomerService@frederickwater.com](mailto:CustomerService@frederickwater.com)