

Homeowner Authorization Form

(To be completed by the legal recorded property owner or authorized property manager only)

Print and Mail or Fax Completed Form to:

LOUDOUN WATER

Attn: Customer Service

P.O. Box 4000 Ashburn, VA 20146

Fax: 571.223.2595

Completion of this form is required to establish service for a tenant occupying your property PRIOR to Loudoun Water providing water and sewer service.

Property Address:

Requested start date:

Tenant Name(s):

Tenant email:

Tenant phone number:

Tenants will be required to pay an Advanced Payment Fee of \$200 before new service will be provided. The advance payment fee will be held until the tenant's account is closed and then applied to the final bill. We are unable to waive the advance payment fee for tenants unless they provide documentation as requested in 15.2-2119 and 15.2-5139 Code of Virginia relating to fees for water and sewer systems Section H.

Property Owner Information Name(s):

Mailing Address:

Email:

Phone numbers:

Signature:

As Homeowner of the above mentioned property I am providing the tenants 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 be added to the 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 property owner is ultimately responsible for payment of all outstanding charges in accordance with Virginia law (Section 15.2-5139, Code of Virginia).

