

This form must be signed by the legal recorded property owner or authorized property manager. Completion of this form is required to establish new tenant service.

Property Owners: In the event you have not already done so, please complete this form and return it to the service authority within 15 calendar days to finalize your tenant's utility service establishment. Failure to complete and return this form within 15 calendar days will result in utility services being disconnected.

Property/service address: _____ Service start date: _____

The following person(s) have entered into a lease agreement for the above property and is/are authorized to obtain water and sewer services at this address from the Pittsylvania County Public Works as my tenant(s).

Tenant Name: _____
(Print Name)

Tenant Name: _____
(Print Name)

Tenant Name: _____
(Print Name)

Tenant Name: _____
(Print Name)

Tenant contact information

Email: _____

Home Phone: _____

Mobile Phone: _____

Property owner information- Please provide first and last name, mailing address (if different from the service address), and contact information.

Owner name: _____

Mailing address: _____

City: _____ State: _____ Zip Code: _____

Email: _____

Office/Home Phone: _____

Mobile Phone: _____

Signature: _____ **Print Name:** _____ **Date:** _____
(Property owner or Authorized Agent)

Mail to: PCPW
405 R & L Smith Drive
Danville, VA 24540

In-Person: 405 R & L Smith Drive
Danville, VA 24540

Fax: (434) 836-7139

Email: publicworks@pittgov.org

PCPW Staff Use Only

Account # _____

Verified ownership status through Pittsylvania County property records search By: _____ Date: _____