



WASHINGTON TOWNSHIP MUNICIPAL AUTHORITY  
11102 BUCHANAN TRAIL  
WAYNESBORO, PA 17268  
PHONE: 717.762.3108 FAX: 717.762.4402  
[WWW.WTMA.US](http://WWW.WTMA.US)

## TENANT AUTHORIZATION FORM

Effective date: (cannot back date) \_\_\_\_\_

Account number: \_\_\_\_\_

The undersigned, owner or legal representative of the property located at:

\_\_\_\_\_

Hereby requests that the authority bill water and/or sewer for this service address directly to the **tenant** named below:

Name: \_\_\_\_\_

Mailing address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

I/we understand that under the rules and regulations of the Washington Township Municipal Authority, the property owner is held personally responsible and liable for all water and sewer costs incurred and therefore the owner must ensure that all bills are paid when due. The account will not be transferred into a new tenant name until all balances are paid in full for this account. If the balance remains unpaid 30 days after issue, the property will be placed back into the owners' name and future tenant authorization requests may be denied. The authority should be notified in advance of any change in ownership or tenancy for this property.

Property owner's signature \_\_\_\_\_

Property owner's name (please print): \_\_\_\_\_

Mailing address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_