

CHANGE OF ADDRESS – OWNER/TENANT

Please complete the sections of this form that apply in order to change the mailing address for a Pittsburgh Water and Sewer Authority (PWSA) bill.

If a tenant is being added to an account, both the owner and tenant must sign the form. The completed form must then be returned to PWSA (please allow 7-10 business days for processing). A monthly invoice will be sent to the tenant, and a copy will be sent to the owner.

Service Address: _____

Account Number: _____

Owner's Name: _____ Tenant's Name: _____

Tenant's Move-in Date: ____ / ____ / ____

Owner's Current Address:

Tenant's Billing Address:

Phone: _____

Phone: _____

Reason For Change: Change of owner's address
 Add tenant to the account

Owners and Property Managers: As the master account holder, please ensure that the balance is paid in full before a tenant assumes responsibility for the account. Any unpaid balance prior to the tenant's move-in date listed above could postpone processing and/or cause removal of the tenant's information from the account.

Owner's Signature: _____ Date: ____ / ____ / ____

Tenant's Signature: _____ Date: ____ / ____ / ____

Mail or e-mail completed form to:

**PWSA
ATTN: CUSTOMER SERVICE
1200 Penn Avenue
Pittsburgh, PA 15222**

info@pgh2o.com