

CHANGE OF ADDRESS – OWNER/TENANT

To change the billing address for a Pittsburgh Water and Sewer Authority (PWSA) bill, please complete the sections of this form that apply. If a tenant is being added or changed, both the owner and tenant must sign the form in the appropriate places. A monthly invoice will be sent to the tenant, and a copy will be sent to the owner. The completed form must be returned to PWSA. Please allow 5 business days for processing.

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: _____

Email: _____

Email: _____

I am interested in enrolling in PWSA's
Customer Assistance Programs.

Reason for Change:

- Change of owner's address
- Change of new tenant
- Add existing tenant to billing

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 billing. 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