



CUSTOMER SERVICE DEPARTMENT  
8570 EXECUTIVE PARK AVENUE  
FAIRFAX, VA 22031  
www.fairfaxwater.org

### TENANT AUTHORIZATION FORM

Please return **COMPLETED** form to:  
**TENANTFORM@FAIRFAXWATER.ORG**

Fax: (703) 466-6863  
Phone: (703) 698-5800

The following information must be completed in full and signed by the legally recorded property owner or authorized agent to establish new service. After submission of this form, the new tenant **MUST** call our Customer Service department to establish service and for further instruction on how to make the *Lien Offset payment*.

All tenants are required to pay \$190 (Lien Offset payment) within 48 hours of service start date. This payment will be applied to the **final bill** once the tenant has notified Fairfax Water to disconnect service.

Service Address \_\_\_\_\_ Service Start Date \_\_\_\_\_

The following tenant(s) have entered into a lease agreement for the referenced service address and is/are authorized to obtain services from Fairfax Water at this address as my tenant(s).

**Tenant Information** - Please print the first and last name of each tenant (over age 18) on the lease agreement.

\_\_\_\_\_  
\_\_\_\_\_

Contact Information

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

- *Lien Offset may be waived for tenants who receive need based local, state, or federal rental assistance. If your tenant receives rental assistance, please provide documentation with this form.*

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

Property Owner or Authorized Agent \_\_\_\_\_

Address \_\_\_\_\_

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

By signing this form, I acknowledge, as the owner or authorized agent of the service address listed above, I am responsible for any unpaid balance for this account, after Fairfax Water has made a reasonable effort to collect from the aforementioned tenant(s). If signing as an agent, he/she is authorized to endorse this document, on behalf of the owner.

Signature \_\_\_\_\_ Date \_\_\_\_\_

*Property Owner or Authorized Agent*

*For more information, visit fairfaxwater.org. For one-time payment, visit FWcustomer.org.*

Office Use Only

Lien Offset Received      Cash      Check      Portal      Speedpay      Lien Offset Waived

Amount Received \$ \_\_\_\_\_ Account Number \_\_\_\_\_ Received By \_\_\_\_\_