



**Town of Leesburg  
Landlord Authorization for Tenant  
To Establish Water and Sewer Account**

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Date of Request: \_\_\_\_\_

Date to Start Service: \_\_\_\_\_

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

Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Tenant Phone Number: \_\_\_\_\_

Tenant E-Mail: \_\_\_\_\_

\_\_\_\_\_ (Tenant Name) has entered into a lease for the property located at above address and is authorized to obtain services at this address as a tenant of \_\_\_\_\_ (Property Owner Name or Agent).

Property Owner Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Property Owner Address: \_\_\_\_\_

Property Owner City, State, ZIP: \_\_\_\_\_

Property Owner Phone Number: \_\_\_\_\_

Property Owner E-mail: \_\_\_\_\_

As Homeowner of the above mentioned property I am providing the tenants information to confirm they have entered into a lease agreement with me to occupy the property. By completing this form I am authorizing the tenant to obtain services at this address. I understand a deposit will be collected and a lien can be placed on the property if payment is not received. The property owner is ultimately responsible for payment of all outstanding charges in accordance with Virginia Law (Section 15.2-5139, Code of Virginia)