**Purpose of this form**

The purpose of this form is to notify East Gippsland

Water of your request to cancel the current active tenancy account for the requested property.

**Privacy notice**

We manage your personal information in accordance with the Information Privacy Principles that are set out in the Privacy and Data Protection Act 2014 (VIC).

If you choose not to provide us with the requested information, we may not be able to process your application.

We may share your information with a third party, however the information will always be used in accordance with our policies as stated. We may disclose your information to other parties as required by law, or to contractors, who are required to comply with our privacy obligations.

You can get more information about the way in which the organisation will manage your personal information, including our privacy policy and the Information Privacy Act 2000 at <https://www.egwater.vic.gov.au/privacy>

**Filling in this form**

* Please use black or blue pen
* Print in BLOCK LETTERS
* Mark boxes like this 🞎 with a ✓ or 🗶
* ***All relevant parties must sign consent***

**Returning your form**

Check that all required questions are answered and that the form is signed and dated.

You can return this form via:

* Post – East Gippsland Water

PO Box 52

Bairnsdale VIC 3875

* E-mail - egw@egwater.vic.gov.au
* In Person - 133 MacLeod St,

 Bairnsdale VIC 3875

**For more information**

Please visit our website at [www.egwater.vic.gov.au](http://www.egwater.vic.gov.au) or call us on 1300 720 700 Monday to Friday, between 8:30am and 5:00pm, excluding public holidays.

**Applicant details**

1. Full Name

|  |
| --- |
| Click or tap here to enter text. |

2. Company/Organisation (if applicable)

|  |
| --- |
| Click or tap here to enter text. |

3. Contact Details

|  |
| --- |
| Click or tap here to enter text. |

**Vacating tenant details**

4. First Name

|  |
| --- |
| Click or tap here to enter text. |

5. Surname

|  |
| --- |
| Click or tap here to enter text. |

6. Date of Birth

|  |
| --- |
| Click or tap to enter a date. |

7. Contact Number

|  |
| --- |
| Click or tap here to enter text. |

8. Email Address

|  |
| --- |
| Click or tap here to enter text. |

9. Forwarding Address

|  |
| --- |
| Click or tap here to enter text. |
| Click or tap here | Postcode: Click. |

10. Account Delivery Method

|  |  |
| --- | --- |
| [ ]  POST | [ ]  EMAIL  |

11. Are all tenants vacating this property?

|  |  |
| --- | --- |
| [ ]  YES | [ ]  NO |

12. Does the tenant need to be set up in another property?

|  |  |  |
| --- | --- | --- |
| [ ]  YES  | [ ]  NO  |  [ ]  UNKNOWN |

 New property address (if applicable)

|  |
| --- |
| Click or tap here to enter text. |

13. Is there a secondary tenant in the property?

|  |  |
| --- | --- |
| [ ]  YES  | [ ]  NO  |

**Secondary tenant details (if applicable)**

14. First Name

|  |
| --- |
| Click or tap here to enter text. |

14. Surname

|  |
| --- |
| Click or tap here to enter text. |

15. Date of Birth

|  |
| --- |
| Click or tap to enter a date. |

16. Contact Number

|  |
| --- |
| Click or tap here to enter text. |

**Property information**

17.Vacating Property Address

|  |
| --- |
| Click or tap here to enter text. |
| Click or tap here | Postcode: Click. |

18. Lease End Date

|  |
| --- |
| Click or tap to enter a date. |

19. The property is managed

|  |  |
| --- | --- |
| [ ]  Privately | [ ]  Real Estate Agent |

(If by an agent, please provide name of agent)

|  |
| --- |
| Click or tap here to enter text. |

20. Landlords Name Landlords Contact Number

|  |  |
| --- | --- |
| Click or tap here | Click or tap here |

**Meter reading**

***East Gippsland Water require a meter reading when a tenant moves in to or out of a property. Please note that if a reading has not been completed at the time the commercial tenant form has been submitted to our office, the tenants will be set up as an active tenant from the last billing cycle reading.***

21. Meter Number

|  |
| --- |
| Click or tap here to enter text. |

22. Meter Reading

|  |
| --- |
| Click or tap here to enter text. |

23. Date of Reading

|  |
| --- |
| Click or tap to enter a date. |

24. Any Additional Comments?

|  |
| --- |
| Click or tap here to enter text. |

**Terms and Conditions**

**I understand and acknowledge that:**

* The information provided in this application is true and correct to the best of my knowledge.
* East Gippsland Water may refuse this application if any supporting documents or information provided is incomplete or false.
* I approve of the information that has been provided in this application.
* At least two working days’ notice must be given prior to moving in/vacating for a meter reading to be undertaken.

**Confirmation**

25. I declare and understand that:

* The information I have provided in this form is complete and correct.
* Giving false or misleading information is a serious offence.

Applicants Name

|  |
| --- |
| Click or tap here to enter text. |

Applicants Signature

|  |
| --- |
| Click or tap here to enter text. |

Date Submitted

|  |
| --- |
| Click or tap to enter a date. |