



City of Manassas Park  
Water & Sewer Billing Office

One Park Center Court, Manassas Park, VA 20111  
Phone: (703) 335-8805 Fax: (703) 393-9992  
Email: water.billing@manassasparkva.gov

Service#: \_\_\_\_\_

Customer #: \_\_\_\_\_

LANDLORD AUTHORIZATION FOR TENANT TO OBTAIN  
WATER AND SEWER SERVICES

DATE: \_\_\_\_\_

[Full name and address of property owner]

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

RE: [Full name of all tenant(s) listed on lease]

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

To Whom It May Concern:

The Applicant(s) listed as Tenant(s) on this form has/have entered into a lease for the property located at \_\_\_\_\_ and is/are authorized to obtain services at this address as my tenant by (initial next to only one option below):

\_\_\_\_\_/\_\_\_\_\_ **Opening a new water and sewer account.** I understand and acknowledge that a lien may be recorded against my property if my tenant fails to pay any delinquent water and sewer charges, fees, penalties or interest.

\_\_\_\_\_/\_\_\_\_\_ **Being added to my existing water and sewer account.** I understand and acknowledge that I will remain the primary account holder and my account will continue to be and "owner account". I will be fully responsible for all water and sewer charges, fees, penalties and interest not paid by my tenant and that a lien for delinquent water and sewer charges, fees, penalties and interest may be recorded against my property.

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

(Property Owner's Signature)

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

(Property Owner - Please Print Name)