



**CITY OF MANASSAS PARK**  
**Finance Department, Water Billing**  
One Park Center Court - Manassas Park, Virginia 20111  
(703) 335-8805, Fax (703) 335-1056

**AGREEMENT OF PROPERTY OWNER  
FOR TRANSFER OF WATER AND SEWER SERVICE ACCOUNT  
INTO NAME OF TENANT AND/OR OCCUPANT**

Application is hereby made to the City of Manassas Park, Virginia for transfer of the water and sewer service account for the real property described below into the name of the tenant and/or occupant of such real property on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by the owner of such real property.

Property Owners Name: \_\_\_\_\_

Property Owners Phone number: \_\_\_\_\_

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

Property Owners Billing Address: \_\_\_\_\_

\_\_\_\_\_

Legal Description of Property: \_\_\_\_\_

- Include landlord Identification for signature verification.
- Initials REQUIRED on left hand side blanks.

ADD TENANT TO OWNER'S ACCOUNT

TENANT TO HAVE OWN ACCOUNT

By signing in the space provided below, the property owner agrees to the following conditions, as shown by his/her **initials** placed next to each condition:

\_\_\_\_\_**(Required)** Transfer of the water and sewer account for the real property described above into the name of my tenant/occupant may only occur if the account is not delinquent and water and sewer service to the property has not been disconnected.

\_\_\_\_\_**(Required)** I agree to serve as a guarantor for payment of all taxes, charges, fees, penalties and interest for water and sewer service to the real property described above incurred by my tenant/occupant.

\_\_\_\_\_**(Required)** I agree that all taxes, charges, fees, penalties and interest for water and sewer service, including those incurred by my tenant/occupant, shall constitute a lien on the real property described above.

\_\_\_\_\_**(Required)** I agree that a lease signed by my tenant/occupant and me, or any other legal document signed by my tenant/occupant and me that is in a form acceptable to the public works director, shall serve as evidence of my authorization for the transfer of the water and sewer account for the real property described above into the name of such tenant/occupant. Such lease or other legal document will be retained by the City, together with this agreement, until such time as all taxes, charges, fees, penalties and interest for water and sewer service incurred by such tenant/occupant are paid in full.

\_\_\_\_\_**(Optional)** I agree that the water and sewer service account for the real property described above may be transferred from the name of one tenant/occupant of such real property into the name of another tenant/occupant provided all of the above conditions have been met.

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

Property Owner Print Name: \_\_\_\_\_

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