Landlord Authorization Form

Date: _____

Tenant Name: _____ Social Security No. or DL No. * _____

Tenant Name: _____ Social Security No. or DL No. * _____

Tenant Mailing Address: _____

To the James City Service Authority:

_____
Tenant Name(s)

has entered into a lease for the property at:

_____ Effective _____
(Property Address) (Lease Start Date)

and is authorized to obtain water and/or sewer services at this address as a tenant of:

_____
(Property Owner Name)

_____
(Account Status Notification Address)

I acknowledge that, as the owner of the property, I am responsible for any unpaid balance for this account after the James City Service Authority has exhausted all reasonable means of collecting from tenant.

When signed by an agent for the property owner, agent certifies that he/she is authorized to endorse this document on behalf of the property owner.

Signed: _____ Email: _____
(☐ Property Owner ☐ Agent)

Tenant's signature below acknowledges that pursuant to Virginia Code § 15.2-2119, James City Service Authority is required to inform the property owner when accounts are delinquent. An account is considered delinquent when the amount due remains unpaid 21 days after the most current invoice has been mailed.

Signed: _____ Email: _____
(Tenant)

Signed: _____ Email: _____
(Tenant)

*Disclosure of Social Security numbers is voluntary. Collection is authorized by Va. Code § 2.2-3808 and is for the purpose of complying with the Setoff Debt Collection Act (Va. Code § 58.1-520 et seq.
All tenant accounts will incur a deposit and set up fee. Please contact JCSA Customer Service for fees.

Rev. 4/2018

James City Service Authority
119 Tewning Road
Williamsburg, VA 23188-2639

P: 757-253-6800
F: 757-259-4115
jcsa@jamescitycountyva.gov
jamescitycountyva.gov/jcsa