

Property Management Authority Form

Use this form to change the postal address and give TasWater permission to share account, service & financial information with any employee of the specified property management company. **Complete a separate form for each property.**

1. Property Details

Account No.			
Unit no.		Street no.	
Street			
Suburb		Postcode	

2. TasWater Account Holder Details

Business name			
Last name		First name	
Email		Phone	
Last name		First name	
Email		Phone	

3. Property Management Agency

Business name			
Email		Phone	
<input type="checkbox"/>	Do not change postal address, or complete below to change postal address to C/- Property Agency		
PO Box		Unit	Street no.
Street			
Suburb		Postcode	

4. Authority Level & Expiration

<input type="checkbox"/>	Level 1: Information only - May request information specific to the specified account (including customer service requests), without making changes.
<input type="checkbox"/>	Level 2: Limited access - May request information specific to the specified account, may request changes to customer information on the specified account on your behalf, may receive copies of your bills.
<input type="checkbox"/>	Level 3: Full account access - Level 1 and 2 access and the representative may also make or authorise financial arrangements in relation to the specified account on your behalf

5. TasWater Account Holder Authorisation

Name		Name	
Signature		Signature	
Date		Date	

Please Return Form to TasWater

Mail	GPO Box 1393 Hobart TAS 7001	Email	enquiries@taswater.com.au
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Property Management Authority Information

Who can complete this form?

The property manager can complete sections one (1) to four (4); however, section five (5) must be signed by the account holder/s.

Who is financially liable for the account if authority is given to an authorised representative?

Financial liability for the account remains with the property owner at all times.

What access does an authorised representative have?

TasWater will ensure responses to enquiries and requests from the authorised representative are within the representative's authority level according to section five of this form.

How do I cancel an authority?

The account holder may void any current authorities at any time by notifying TasWater.

Privacy Statement

TasWater is bound by the *Tasmanian Personal Information Protection Act 2004* and the *Commonwealth Privacy Act 1988*.

We may collect personal information from you in order to enable us to provide water, sewerage and ancillary services to you. If we don't collect that information we may not be able to provide a service to you, or process any application or complaint you make to us.

We will only use your personal information in connection with our dealings with you - for example in relation to account billing and concessions, development applications and complaints.

We will not use your personal information except for the purpose for which it was collected, nor will we disclose it to any other person except as permitted or required by law. This may include disclosure to contractors and agents we engage to perform or assist in a relevant function or activity, or, where necessary, to other public sector bodies for the efficient storage and use of the information. At all times your personal information will be managed in accordance with the Personal Information Protection Act and the Privacy Act.

To understand more about our obligations, and your rights, including your right to request access to personal information we hold about you, please see the information on our website at <http://www.taswater.com.au/About-Us/Governance-and-Policies>, email our Privacy Officer at enquiries@taswater.com.au or request in writing to the Privacy Officer, TasWater GPO Box 1393 Hobart TAS 7001.