

# Move in application form

Email applications to [connections@sew.com.au](mailto:connections@sew.com.au)

**Property** \*Mandatory information – incomplete or handwritten applications will no longer be accepted and will be returned without being processed.

\* Lease start / settlement date   /   /   \* Will you be: buying      renting      **Note:** Please advise at least two business days in advance.

\* Property address \_\_\_\_\_

\* Suburb \_\_\_\_\_ Postcode \_\_\_\_\_

\* Owners name (if known) \_\_\_\_\_

**Application details** \*Mandatory information

**Applicant 1**

\* Existing customer?    yes      no

If yes, customer number \_\_\_\_\_

\* Previous property address \_\_\_\_\_

Do you wish to close services at this address?    yes      no

If yes, on what date?   /   /

\* First name \_\_\_\_\_

\* Surname \_\_\_\_\_

\* Date of birth   /   /

Driver licence number

\* Phone (at least one number is mandatory)

Mobile \_\_\_\_\_

Home \_\_\_\_\_

Other (please specify) \_\_\_\_\_

Email \_\_\_\_\_

Would you like this email address registered for paperless billing?

yes      no

**Applicant 2 (if applicable)**

Previous address same as Applicant 1?    yes      no

\* If no please supply previous property address \_\_\_\_\_

Do you wish to close services at this address?    yes      no

If yes, on what date?   /   /

\* First name \_\_\_\_\_

\* Surname \_\_\_\_\_

\* Date of birth   /   /

Driver licence number

\* Phone (at least one number is mandatory)

Mobile \_\_\_\_\_

Home \_\_\_\_\_

Other (please specify) \_\_\_\_\_

Email \_\_\_\_\_

**Application for an Account Declaration** \*Mandatory information

I declare that the information contained in this form is true and correct I understand that I am required to notify South East Water of my vacation of the premises, and that 2 business days advance notice is required for a meter reading, otherwise I will be liable for usage charges beyond my vacation date.

If I am not the owner, I authorise the owner, his/her agent or my agent to provide South East Water of my vacation as prescribed by Sec 273A of the Water Act 1989 and any additional relevant information that may be required, including my forwarding address. In accordance with the Privacy Act 1998, if this account is not paid, it may be listed as a default which could affect my credit rating. If I am not the applicant/s listed on this form, I declare that I have made the applicants/s listed aware of this declaration.

Applicant 1    I agree

Applicant 2    I agree

**Managing Agent or Person Lodging Application if no managing agent please supply owners details** \*Mandatory information

Real Estate Agency \_\_\_\_\_ \* Phone \_\_\_\_\_

Contact name \_\_\_\_\_

\* Address \_\_\_\_\_

#### Privacy Statement

South East Water is collecting the information requested on this form for the purpose of providing goods and services to you and improving those goods and services. Without all or part of this information the goods and services may not be provided to you. This information will be handled in accordance with our legal obligations. You may request access to your personal information. The information may be disclosed to third parties in relation to the provision of goods and services, including South East Water's contractors assisting in the provision of these goods and services, Melbourne Water, the Minister or the Environment Protection Authority. For a copy of South East Water's privacy charter which describes in more detail how personal information may be used, or details on how to access your personal information, please visit [southeastwater.com.au/privacy](https://southeastwater.com.au/privacy) or contact **131 694**.

**South East Water Corporation** ABN 89 066 902 547

20 Corporate Drive, Heatherton VIC 3202, Locked Bag 1 Moorabbin VIC 3189 Australia [southeastwater.com.au/enquiries](https://southeastwater.com.au/enquiries) [southeastwater.com.au](https://southeastwater.com.au)