

LEHIGH COUNTY AUTHORITY

**Allentown Water / Sewer Service (city accounts only)**

1300 Martin Luther King Dr.  
 Allentown PA 18102  
 610-437-7515  
 610-841-1994 (fax)  
 cityservice@lehighcountyauthority.org

**Suburban Areas (non-city accounts)**

1053 Spruce Road, PO Box 3210  
 Allentown, PA 18106  
 610-398-1444  
 610-398-8413 (fax)  
 service@lehighcountyauthority.org

**Owner & Tenant Authorization to Invoice for Metered Water and Sanitary Sewer Service**

*This Authorization is valid for 90 days. If all terms are not met within 90 days, a new Authorization will be required.*

**NOTE: Outstanding water and/or sewer balances must be paid in full prior to LCA completing this requested change. LCA has the right to suspend the privilege of transferring an account into a tenants(s) name if balances are not paid in a timely manner.**

| SERVICE ADDRESS | TENANT MOVE IN DATE | ACCOUNT NO. | BALANCE    |        |
|-----------------|---------------------|-------------|------------|--------|
|                 |                     |             | AS OF DATE | AMOUNT |
|                 |                     |             |            |        |

**OWNER INFORMATION**  
 (All fields are required to be completed)

I (we) acknowledge that Lehigh County Authority (LCA) provides water and/or sewer service to a premises only at the owner's request, and that I (we) as owner(s), remain ultimately responsible for paying the cost for LCA-provided water and sewer services. I (we) request and authorize LCA to **send all bills** for LCA-provided water and sewer services for the service address to the tenant listed below. I (we) understand that I (we) remain primarily responsible for payment of bills at all times. In addition, I (we) will be responsible for paying any outstanding water and sewer charges for LCA service through the date of this change. Any time a tenant moves in or out, a \$15 service initiation fee will be billed to the new billable customer (tenant or owner), and I (we) agree to be responsible for such charges. Any credits that remain on my LCA water/sewer account for this property following this transaction will remain on the account for future use in offsetting any unpaid tenant LCA water/sewer bills for this property that may accrue unless refund is requested by me in writing. I (we) understand all final bill balances must be paid by check, cash, or money order.

|                        |  |       |        |
|------------------------|--|-------|--------|
| Owner(s) Name (print): |  |       |        |
| Owner(s) Signature(s): |  | Date: |        |
| Mailing Address:       |  |       | Phone: |
| Email:                 |  |       |        |

**TENANT INFORMATION**

I (we), as tenant(s), acknowledge that I (we) will be billed directly for LCA water and/or sewer services for the service address, and a \$15 service initiation fee will apply to my first bill for service.

|                         |  |       |        |
|-------------------------|--|-------|--------|
| Tenant(s) Name (print): |  |       |        |
| Tenant(s) Signature(s): |  | Date: |        |
| Mailing Address:        |  |       | Phone: |

LCA Internal Checklist:

Collections Department: Transfer Approved \_\_\_ Transfer Not Approved \_\_\_ Notes: \_\_\_\_\_

Settlement Reading WO#: \_\_\_\_\_ Create Pending: \_\_\_\_\_ Tenant Service Start Date: \_\_\_\_\_