



**UTILITY ACCOUNT AGREEMENT APPLICATION**

Water Service Start Date: \_\_\_\_\_, 20\_\_\_\_ Transitioned from Rental Account?  Yes  No

Meter Install Required (*New Build*)?  Yes  No Temporary Service (*for Construction*)?  Yes  No

Property Owner 1 Name: \_\_\_\_\_  
First Name Last Name

Property Owner 2 Name (*optional*): \_\_\_\_\_  
First Name Last Name

Property (*Service*) Address: \_\_\_\_\_

Owner(s) Mailing Address (*if different*): \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email(s)\*: \_\_\_\_\_

\*By providing your email address, you consent to receive electronic communications from the Town of Whitecourt

I/We, the registered property owner(s) hereby request the Town of Whitecourt open a utility account in my/our name(s) for the property listed above.

**ACKNOWLEDGEMENT**

1. The property owner(s) is/are directly responsible to the Town of Whitecourt for all rates, charges and other costs associated with providing water, sewer and waste collection services to the service address named above. All accounts for utility services shall be payable upon receipt of the bill.
2. A \$25.00 returned payment fee will be charged for each cheque or pre-authorized debit that is returned unpaid.
3. Accounts not paid on or before the due date stated on the utility bill shall pay a late payment penalty of 3.5% per month of outstanding balance.
4. Section 553 of the Municipal Government Act states that any utility charges remaining unpaid may be added to the tax roll of a parcel of land. Outstanding utility charges which remain unpaid over 90 days will be assigned to the registered property owner's tax account.
5. The information contained in this form is being collected under the authority of Section 33(c) the Freedom of Information and Protection of Privacy (FOIP) Act. It will be used to open a Utility Account. The personal information provided will be protected in accordance with Part 2 of the Act. If you have any questions regarding the collection, use and disclosure of personal information, please contact the FOIP Coordinator at 780-778-2273.
6. The property owner(s) agree(s) to notify the Town Office promptly when there are changes to the information provided herein.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
 PROPERTY OWNER 1 SIGNATURE

\_\_\_\_\_  
 PROPERTY OWNER 2 SIGNATURE

<b>FOR OFFICE USE ONLY</b>		
<input type="checkbox"/> Primary Residence	<input type="checkbox"/> Rental Property	Route & Sequence _____
<input type="checkbox"/> Temporary Use	<input type="checkbox"/> Commercial/Industrial	Customer ID No. _____
Initial Meter Reading _____		Tax Roll _____
Final Meter Reading _____		Account No _____



## CLOSING THE UTILITY ACCOUNT

### LEAVE BLANK UNTIL PROPERTY OWNER REQUESTS CLOSURE OF UTILITY ACCOUNT

Utility accounts may be subject to final meter inspection prior to the account being closed. Damages to the water meter will be applied to the final utility bill.

Water Service End Date: \_\_\_\_\_, 20\_\_\_\_ Final Meter Inspection Completed?  Yes  No

Transfer to Address: \_\_\_\_\_

Forwarding Address: \_\_\_\_\_

I/We, the registered property owner(s) hereby request the Town of Whitecourt close the utility account in my/our name(s) for the property listed above.

\_\_\_\_\_  
PROPERTY OWNER 1 SIGNATURE

\_\_\_\_\_  
PROPERTY OWNER 2 SIGNATURE