

Submit by email to:
Water Department water@townofws.ca

CHANGE OF DIRECTION OF WATER BILLING

WATER ACCOUNT # _____

PROPERTY ADDRESS: _____

EFFECTIVE DATE:

I HEREBY ACKNOWLEDGE that:

1. The Property Owner will **NOT** receive a copy of the water bill from the Town. As stated the bill will be sent directly to the Tenant.
2. The Property Owner will **NOT** be notified of an overdue or unpaid water account. If the water bill remains outstanding after a reminder notice has been disregarded, water service may be disconnected and/or the overdue water amount may be added to the Property Owner's tax account (penalty at 1.25% per calendar month will accumulate on the tax account). Costs of such action(s) will be extra.
3. The Property Owner will notify the Town of any tenant change. The Property Owner is responsible for any outstanding balance on the water account at all times. Also, if any tenant's water bill or water bill payment is returned, the water account may be changed back to the Property Owner's address.

**** Please initial here: _____ ****

4. If the Property Owner is enrolled in the Pre-Authorized Payment Plan prior to adding a tenant, the Property Owner is responsible to complete the Pre-Authorized Cancellation form. **** Please initial here: _____ ****
5. The "Change of Direction of Water Billing" application will be effective upon receipt of the signed copy returned by the Owner of the Property. The **applicable administration fee** will be charged to the water account and will appear on the water bill. The water meter reading will be obtained quarterly during our regularly scheduled billing periods. The Town **DOES NOT READ** for a tenant upon occupancy nor when the tenant moves out.

I HAVE READ AND UNDERSTAND that the Town of Whitchurch-Stouffville will direct all future

Water bills directly to

Tenant's Name(s) PLEASE PRINT CLEARLY
who will be acting as my agent for the utilities at the above noted property address.

Date Requested (month/day/year)

Signature - Property Owner (Must be signed)

Day time phone # of Property Owner

Email Address of Property Owner

Please Note: This form will only be processed if fully completed