



**UTILITIES REQUEST FOR TENANT BILLING/CANCELLATION**  
 (to be filled out by Registered Owner & Tenant)

**Town of Trochu**  
 Box 340, Trochu, AB T0M 2C0  
 Phone: 403-442-3085  
 Fax: 403-442-2528  
 Email: utilities @town.trochu.ab.ca

**PROPERTY INFORMATION:**

CIVIC ADDRESS:		UNIT NO.	ROLL NO.
REGISTERED OWNER NAME(S):			
EMAIL:		PHONE:	
BILLING EFFECTIVE DATE:	<b>NOTE:</b> This effective date is in effect until rescinded by both parties. Arrangements for payment to account if cancellation/change in the middle of a billing cycle is responsibility of owner. Outstanding utilities must be paid in full before a new tenant can be added to receive billing copies.		

**TENANT(S) INFORMATION:**

NAME(S):		PHONE:	
MAILING ADDRESS:			
CITY:	PROVINCE:	POSTAL CODE:	
EMAIL:	PLEASE EMAIL BILL:		<input type="checkbox"/>

**Signatures:**

Property Owner:	_____	Date:	_____
Tenant Signature:	_____	Date:	_____

**NOTE:** Utility account must be paid in full prior to adding new tenant to receive billing copies.  
**NOTE: Property owner agrees to accept responsibility for any outstanding utilities.** Outstanding utilities will be transferred to tax arrears pursuant to Town of Trochu Utility Bylaw 2001-01, Section V, found on our website [www.town.trochu.ab.ca](http://www.town.trochu.ab.ca)

**CANCELLATION OF TENANT BILLING:**

EFFECTIVE AS OF (DATE):	<b>NOTE:</b> Utility billings are bimonthly and arrangements for payment to the account if cancellation is in the middle of a billing cycle is the responsibility of the owner. If a new tenant will be moving in, a request for tenant billing must be completed for the new tenant.
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Signatures:

Property Owner:	_____	Date:	_____
Tenant:	_____	Date:	_____

Billing Periods

January 1 to February 28	May 1 to June 30	September 1 to October 31
March 1 to April 30	July 1 to August 31	November 1 to December 31