



REQUEST FOR UTILITY BILLING COPY TO TENANT
(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@townoftrochu.ca

PROPERTY INFORMATION

CIVIC ADDRESS:		UNIT #:	ROLL #:
REGISTERED OWNER NAME(S):			
EMAIL:		PHONE:	
EFFECTIVE AS OF (DATE):	NOTE: This date is in effect until we are notified of a change in tenancy. If an account is changed or cancelled in the middle of a billing period (2 months), arrangements for payment are the responsibility of the owner. Outstanding utilities must be PAID IN FULL before a new tenant can be added to receive billing copies.		

TENANT INFORMATION

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

Signatures:

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

NOTE: Property owner agrees to accept responsibility for any outstanding utilities. Outstanding utilities will be transferred to property taxes pursuant to Town of Trochu Utility Bylaw 2001-01, Section V, found on our website www.town.trochu.ab.ca

CANCELLATION OF TENANT BILLING:

EFFECTIVE AS OF (DATE):	NOTE: A meter reading will be taken as of this date and a final bill will be calculated. If a new tenant will be moving in and receiving billing copies, a Request for Utility Billing Copy to Tenant must be completed.
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Signatures:

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