Town of Trochu
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REQUEST FOR UTILITY BILLING COPY TO TENANT
(to be filled out by Registered Owner & Tenant)

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: ☐ Yes ■ No		

Signatures:

Property Owner: _____ Date: _____

Tenant Signature: _____ Date: _____

NOTE: Property owner agrees to accept responsibilty 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.

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**