



CLEARVIEW

CLEARVIEW WATER & SEWER DEPARTMENT

Account Change Form

Property Owner's name	
Property Address	
Contact Number	
Email Address	

Change Mailing Address

Current mailing address	New mailing address

Tenant Authorization

I the property owner here by authorising the Township of Clearview to re-direct the Water and Sewer Utility Bill to "Care of" the Tenant(s) Please Note: There is no final reading done for tenancy changes.	
Tenant(s) Name	
Tenant(s) Mailing Address	
Effective Date (DDMMYYYY)	

Mailing and Billing Policy for "Tenant (s)" Water & Sewer Utility Account

At the time of application, all mailing information for the Tenant(s) must be complete and accurate. If Canada Post returns the Water & Sewer Utility Bill as undeliverable, the Property Owner's mailing address will be re-instated as the default, and all future bills will be sent directly to the Owner.

Only **one (1)** Water & Sewer Utility Bill will be printed and mailed per billing cycle. It is the sole responsibility of the **Property Owner** to ensure that the utility account remains in good standing.

Property Owners are ultimately responsible for full payment of all charges on the account, including any penalties and fees that may be incurred if Tenant(s) fail to pay.
In the event of an overpayment, any credits will be refunded to the original payor of the payment.

Property Owner's Signature:	Date:
-----------------------------	-------

Please email this form to: utilities@clearview.ca

217 Gideon St. • Stayner, Ontario L0M 1S0 T: 705.428.6230 F: 705.428.0288

www.clearview.ca