



CLEARVIEW

TENANT (TO BE ADDED) AUTHORIZATION FORM

CLEARVIEW WATER & SEWER DEPARTMENT

Mailing Address Change Form

I, _____ Owner of the property located at _____ authorize the Township of Clearview to re-direct the Water & Sewer Utility Bill to "Care of" the Tenant(s), _____ residing at the above municipal address.

Tenant(s) Mailing Address: _____

The pin no. on the account will be changed and this will cancel out any previous e-billing set up on the account.

Please Note

At the time of application, all mailing information for the Tenant(s) must be complete and correct. In the event that Canada Post returns the Water & Sewer Utility Bill, the Property Owner's mailing address will then be re-instated and all future bills will be mailed to the Owner. **There is no final reading done for tenancy changes.**

There will only be one (1) Water & Sewer Utility Bill printed and mailed. It shall be the Property Owner's responsibility to ensure that the account remains in good standing. Property Owners will remain solely responsible for payments in full, including penalties and fees that may accrue should the bill(s) not be paid by the Tenant(s).

If there is an overpayment on the account, credits are refunded to the payor of the payment.

Property Owner's Signature: _____ **Date:** _____

OFFICE USE ONLY

Account Number:
Date Entered: