



# Tenant Mailing Contract

## INCOMPLETE FORMS WILL NOT BE PROCESSED

Service Address: \_\_\_\_\_ Account No.: \_\_\_\_\_

Meter Reading: \_\_\_\_\_ Meter Reading Date: \_\_\_\_\_

### Tenant Information

Name(s): \_\_\_\_\_

Move-in Date: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Alternate Telephone No.: \_\_\_\_\_

### Owner Information

Name(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Water Account Admin. Fee: **\_\_\_\_\_ \$45.15**

Telephone No.: \_\_\_\_\_ Alternate Telephone No.: \_\_\_\_\_

I/We, the property owner(s), understand that:

- By way of this application, I request that the City of St. Catharines mail water billings and water termination notices (if applicable) directly to the tenanted address.
- A duplicate of the water billings and applicable correspondence will be sent to the owner.
- The water account will remain in the owner name; the tenant's name will not appear on the bill. It is advisable to authorize the tenant to open mail addressed "c/o tenant".
- It is the owner's responsibility to provide current tenant information and water meter readings. Water meter readings are required when a tenant moves in/out of the property.
- An administrative fee of \$45.15 will be charged to the owner, at each tenant update.
- If water bill payments are not received, the City will transfer the arrears to the property owner(s) tax account. The City does not get involved in disputes between owner and tenant. These types of situations will result in an "Add to Taxes" rather than disconnection of service.
- Authorizing a change of the mailing address on the above mentioned property, does not in any way relieve me as the owner from the responsibility of paying for the water/wastewater rates, in the event that the tenant does not.

Owner Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Personal information on this form is collected under the authority of the Municipal Act, 2001 and will be used for water, wastewater and tax billing purposes. Questions regarding this collection of personal information should be directed to Lindsay Chase, Billing Manager, Financial Management Services, 905-980-6597. Questions specific to the Municipal Freedom of Information and Protection of Privacy Act, can be directed to the Office of the Clerk (905)688-5601 ext. 1517 or [privacy@stcatharines.ca](mailto:privacy@stcatharines.ca).

Phone: 905-688-5601 Ext. 1432 Fax: 905-688-4077 Email: [tenantagrmt@stcatharines.ca](mailto:tenantagrmt@stcatharines.ca)

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