

**REQUEST FOR FINAL WATER READING  
ACCOUNT INFORMATION CHANGE FORM**

Date of Request: \_\_\_\_\_

Property Address: \_\_\_\_\_

Customer #: \_\_\_\_\_

Roll #: 41-08- \_\_\_\_\_

Final Reading Date: \_\_\_\_\_

Reason: *(Check all that apply)*

Sale    \*\*New Tenant    Current Tenant Moving

Final Invoice To: *(Check one)*

Owner    Tenant

Name & Mailing Address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Tel: \_\_\_\_\_

e-mail: \_\_\_\_\_

Invoice Future Bills To: *(Check one)*

Owner    Tenant

Name & Mailing Address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Tel: \_\_\_\_\_

e-mail: \_\_\_\_\_

For Office Use Only:	
Meter #:	_____
Route #:	_____      Seq #: _____
Last Reading Date:	_____
No of Days to be billed	_____
Previous Reading:	_____
Final Reading:	_____
Consumption	_____
PAP:	Y _____ N _____
Date Removed:	_____
Initial:	_____
New Account #:	_____
New Acct Fee Billing Date	_____
Tenant paperwork rec'd	_____
	Date    Initial
Landlord paperwork rec'd	_____
	Date    Initial
Pre-authorized payment form rec'd	_____
	Date    Initial

\*\*I, \_\_\_\_\_, hereby request that future water bills be billed directly to the above tenant, I understand that before a tenant account will be set up, the Tenant must provide a signed Tenant Authorization to Release utility Account to Landlord form and enter into a Preauthorized Payment Plan (PAP). I understand that if the tenant has more than 2 returned payments in a 12 month period, the PAP will be terminated and an account will be set up in the name of the property owner(s). If balances remain on the tenant account for any reason beyond the next billing cycle the arrears will be applied to the property owner(s)' taxes for this property. I also acknowledge that all disputes are between the landlord and tenant.

**Please refund any credit balance remaining on my account by cheque after the final bill is processed**

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Date

Comments:

\_\_\_\_\_

Please submit in person, mail fax or scan and e-mail this form to:  
Municipality of Kincardine, c/o Treasury Department, 1475 Concession 5, RR#5, Kincardine, ON N2Z 2X6  
Fax: 519-396-1488    Email: utility@kincardine.ca

Personal information is collected under the authority of the Municipal Act, 2001 for the purposes of creating a record to be used for billing final utility bills to existing customers and to create new utility accounts, mailing of utility bills and for electronic or telephone contact by the Municipality for other municipal purposes. Questions about the collection of personal information may be addressed to the Clerk of the Municipality of Kincardine, 1475 Concession 5, R.R. 5 Kincardine ON N2Z 2X6 Phone: 519-396-3468.