

# Town of Diamond Valley

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[www.diamondvalley.town](http://www.diamondvalley.town)

## Move-Out Notification

Tax Roll #
Utility Account #
Date of Notice:
Effective Date:

Resident Information		
Name:	Move-Out Date:	
Leaving Residential Address:		
Current phone:	Alternate Phone:	
Owner / Renter:	If renting, name of registered property owner:	
New (forwarding) mailing address:		
Town/City:	Postal Code:	
New (forwarding) phone number:	Are you moving out of Diamond Valley? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If No, New Residential / Civic Address:		
Animals		
Do you have any animal licenses? Yes <input type="checkbox"/> No <input type="checkbox"/>	If Yes: How many dogs? _____	If Yes: Hens? _____
If Yes, do you know the dog tag number(s): Yes <input type="checkbox"/> No <input type="checkbox"/>	If Yes:	
Businesses		
Do you have a Business Licence? Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, Business Licence Number (if known):	
Name of Business:		
Business phone:	Will you be closing this business in Diamond Valley? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Pre-Authorized Payments		
Are you currently enrolled in the Tax Installment Payment Plan for Tax Payments? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Are you currently enrolled in the Pre-Authorized Payment Plan for Utilities? Yes <input type="checkbox"/> No <input type="checkbox"/>		
<i>Unless notified otherwise, pre-authorized withdrawals will cease once the final balance is calculated (based on your move-out date) and settled. For further information, or to alter this arrangement, please contact our Tax and Utilities Department.</i>		
Move-Out Notice Agreement		
<b>I confirm that the information contained in this form is true and correct to the best of my knowledge.</b> Personal information will be used in accordance with the Freedom of Information and Protection of Privacy Act (FOIP).		
Name (printed):	Date:	
Signature:		
Utilities (Office use only)		
Work order number:		
Meter reading:	Route number:	
Date ordered:	Date completed:	