

Town of Diamond Valley

Box 10, Diamond Valley, AB T0L 0H0

403-933-4348

info@diamondvalley.town

www.diamondvalley.town

Authorization To send COPY of Utility Bills to Renter / Tenant

Tax Roll #

Utility Account #

Purpose and Information

Upon completion of this form, the Town of Diamond Valley will send a copy of the Town utility bill to tenant(s) authorized by the owner(s) of the property. The purpose of sending the duplicate bill is to serve notification to the tenant(s) of the cost of utilities services.

The tenant(s) will receive a copy of the utility bill and the property owner(s) will continue to receive the original.

The property owner(s) are solely responsible for any amount owing, including any fees that are applied as penalties above the regular utility billing.

Any amounts outstanding as of December 15 of any calendar year will be transferred to the property owner(s) tax account in accordance with the *Municipal Government Act*. Tax amounts owing at December 31 are subject to a 12% penalty in accordance with the *Imposition of Tax Penalties Bylaw*.

Property Owner Information

Name

Phone

Residential / Civic Address

Alt Phone

Mailing Address

Renter / Tenant Information

Start Date / Move in Date

Name(s)

Phone

Email Address

Alt Phone

Mailing Address

I would like to receive my utility bill via email instead of paper mail **Yes** **No**

Authorization

Property Owner Name (Printed)

Property Owner Signature

Date Signed

Tenant Name (Printed)

Tenant Signature

Date Signed

Second Tenant Name (Printed)

Second Tenant Signature

Date Signed

The personal information on this form is being collected under section 33(c) of the *Freedom of Information and Protection of Privacy Act (FOIPP)* and will be used to conduct business relating to the management of utility accounts. Should you have any questions or concerns, please contact the FOIPP Coordinator for the Town of Diamond Valley 403-933-4348 or info@DiamondValley.town.