



Landlord Tenant Form

Date: _____

Water and Sanitary Sewer Account Number: _____

Address: _____

By signing this form you are confirming that you have requested that our office forward all future water and sanitary sewer billings and customer meter reading cards to the service address "**Care of**" your tenant(s):

_____ and that you understand the following:

Collection Charges

Should the tenant default in payment, you will be held responsible for payment of all outstanding amounts including collection charges, miscellaneous charges and late payment charges.

Meter Readings

All meter readings are to be provided once our cards are issued, without an actual reading the bill will be estimated.

Change in Tenancy

It is your responsibility to advise the Customer Services section of a change in tenancy prior to the change taking place in order to keep the records accurate. If you neglect to advise our office about a change in tenancy and we are notified by your old or new tenant, the bills will immediately be reverted back to your mailing address. The account will not be "closed out" when the tenant vacates the property and no "final bill" will be issued.

Disclaimer

The Region and/or you may decide at any time to revert all mailings back to your current mailing address.

Account Monitor

We suggest that you occasionally monitor your account with a phone call to our office to avoid unexpected and/or unpaid bills.

Notification

The Region will not notify you of unpaid bills or of imminent collection action or charges.

Please sign this letter acknowledging that you have read and understand the above and return it. You can mail, fax, email or deliver in person. Once we receive the signed letter back in our office, we will send the bills and meter reading cards "care of" your tenant(s).

Owner's Name (please print)

Owner's Signature

By signing this letter I acknowledge the stipulations noted above.

The Regional Municipality of Durham

Finance Department

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